



# GRANTS ADVISORY PANEL

**TUESDAY 4 SEPTEMBER 2007**

**7.30 PM**

**PANEL AGENDA (ADVISORY)**

**COMMITTEE ROOMS 1&2  
HARROW CIVIC CENTRE**

**MEMBERSHIP (Quorum 3)**

**Chairman: Councillor Joyce Nickolay**

**Councillors:**

**Don Billson  
Ashok Kulkarni  
Mrs Myra Michael  
Mrs Anjana Patel (VC)  
Stanley Sheinwald**

**Ms Nana Asante  
Asad Omar  
Mrs Rekha Shah  
Mrs Sasi Suresh**

**Adviser: Deven Pillay, Chief Executive, Mencap**

**Reserve Members:**

1. Marilyn Ashton
2. Julia Merison
3. Narinder Singh Mudhar
4. Jeremy Zeid
5. Susan Hall
6. -

1. Nizam Ismail
2. David Gawn
3. Thaya Idaikkadar
4. Dhirajlal Lavingia

**Issued by the Democratic Services Section,  
Legal and Governance Services Department**

**Contact: Frouke de Vries, Democratic Services Officer  
Tel: 020 8424 1785 E-mail: frouke.devries@harrow.gov.uk**

***NOTE FOR THOSE ATTENDING THE MEETING:  
IF YOU WISH TO DISPOSE OF THIS AGENDA, PLEASE LEAVE IT BEHIND AFTER THE MEETING.  
IT WILL BE COLLECTED FOR RECYCLING.***

**HARROW COUNCIL**

**GRANTS ADVISORY PANEL**

**TUESDAY 4 SEPTEMBER 2007**

**AGENDA - PART I**

1. **Attendance by Reserve Members:**

To note the attendance at this meeting of any duly appointed Reserve Members.

Reserve Members may attend meetings:-

- (i) to take the place of an ordinary Member for whom they are a reserve;
- (ii) where the ordinary Member will be absent for the whole of the meeting; and
- (iii) the meeting notes at the start of the meeting at the item 'Reserves' that the Reserve Member is or will be attending as a reserve;
- (iv) if a Reserve Member whose intention to attend has been noted arrives after the commencement of the meeting, then that Reserve Member can only act as a Member from the start of the next item of business on the agenda after his/her arrival.

2. **Declarations of Interest:**

To receive declarations of personal or prejudicial interests, arising from business to be transacted at this meeting, from:

- (a) all Members of the Committee, Sub Committee, Panel or Forum;
- (b) all other Members present in any part of the room or chamber.

3. **Arrangement of Agenda:**

To consider whether any of the items listed on the agenda should be considered with the press and public excluded on the grounds that it is thought likely, in view of the nature of the business to be transacted, that there would be disclosure of confidential information in breach of an obligation of confidence or of exempt information as defined in Part 1 of Schedule 12A to the Local Government Act 1972.

Enc. 4. **Minutes:** (Pages 1 - 4)

That (1) the minutes of the meeting held on 7 March 2007 be taken as read and signed as a correct record;

(2) the minutes of the meeting held on 11 June 2007 be deferred until printed in the bound Council Minute Volume.

5. **Public Questions:**

To receive questions (if any) from local residents or organisations under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

6. **Petitions:**  
To receive petitions (if any) submitted by members of the public/Councillors under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

7. **Deputations:**  
To receive deputations (if any) under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

[Note: The Panel's policy (Minute 60: 28.07.03) in principle is not to receive deputations relating to individual grant applications].

[Note: The Panel's policy (Minute 13: 06.07.06) is to receive deputations annually at its November meeting.]

Enc. 8. **Edward Harvist Trust Fund Applications:** (Pages 5 - 18)  
Report of the Director of Community and Cultural Services.

Enc. 9. **Community Premises Accommodation Update:** (Pages 19 - 28)  
Report of the Director of Community and Cultural Services.

Enc 10. **Education Lettings Update:** (Pages 29 - 38)  
Report of the Director of Community and Cultural Services.

11. **Any Other Urgent Business:**  
Which cannot otherwise be dealt with.

**AGENDA - PART II - NIL**

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**GRANTS ADVISORY PANEL****7 MARCH 2007**

Chairman: \* Councillor Joyce Nickolay

Councillors:	* Ms Nana Asante * Marilyn Ashton (1) * Don Billson * Ashok Kulkarni * Asad Omar	* Mrs Anjana Patel * Mrs Rekha Shah * Stanley Sheinwald * Mrs Sasi Suresh
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Adviser: \* Deven Pillay, Chief Executive, Mencap

\* Denotes Member present  
 (1) Denotes category of Reserve Member

[Note: Councillor Navin Shah also attended this meeting to speak on the item indicated at Recommendation 1 and Minute 55 below].

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Main Grant Applications 2007/08 - Appeals**

The Panel received a report of the Director of Financial and Business Strategy which set out details of correspondence received from voluntary organisations appealing funding allocated at the Panel's previous meeting.

An officer stated that a letter had previously been despatched to organisations regarding the Council's financial position, and which also set out the appeals criteria.

**Resolved to RECOMMEND:** (To the Portfolio Holder, Finance and Business Matters)

That (1) the organisations that did not meet the appeals criteria not be considered;

(2) funding to organisations that did meet the criteria be revised as set out at Appendix 1 to these minutes;

(3) funding to Bentley Priory Nature Reserve, as a special case, be revised from £1,900 to £2,200.

**[REASON:** To finalise the allocation of funding to Voluntary Organisations in 2007/08].

[Note: Councillors Ms Nana Asante, Asad Omar, Mrs Rekha Shah and Mrs Sasi Suresh wished to be recorded as having voted against (1) above].

(See also Minutes 49 and 55).

**RECOMMENDATION 2 - Main Grant Applications 2007/08 - Reserved**

The Panel received a report of the Director of Financial and Business Strategy, setting out grants which had been reserved from the Panel's meeting on 22 January 2007.

On considering the applications, it was

**Resolved to RECOMMEND:** (To the Portfolio Holder, Finance and Business Matters)

That (1) £1,000 remain reserved for Flash Musicals, pending the outcome of discussions regarding lease arrangements;

(2) £500 be released to Harrow Gingerbread;

(3) £4,500 be released to Home Start Harrow.

**[REASON:** To finalise the allocation of funding to voluntary organisations in 2007/08].

**RECOMMENDATION 3 - Edward Harvist Trust Charity - Grant Applications 2007/08**

The Panel received a report of the Director of Financial and Business Strategy, setting out applications to the Edward Harvist Trust Fund.

An officer explained that there was a balance of £7,843 of Trust monies to be allocated in 2007/08.

**Resolved to RECOMMEND:** (To the Portfolio Holder, Finance and Business Matters)

That (1) £500 be allocated to Friends of Canons Park;

(2) £80 be allocated to Harrow Public Transport Users Association;

(3) £2,000 be allocated to Stanmore Baptist Church;

(4) £940 be allocated to Survive and Save Club.

**[REASON:** To consider the allocation of funding to voluntary organisations from monies received from the Edward Harvist Trust in 2007/08].

#### **RECOMMENDATION 4 - Street Collection Applications for 2007**

The Panel received a report of the Director of Financial and Business Strategy, which presented requests by Harrow Multiple Sclerosis Therapy Centre and Mencap Hillingdon North to sponsor their applications for street collection permits.

**Resolved to RECOMMEND:** (To the Portfolio Holder, Finance and Business Matters)

That the applications received from Harrow Multiple Sclerosis Society and Mencap Hillingdon North for street collection permits for 2007 be sponsored.

**[REASON:** To enable the organisations to make a formal application to the Metropolitan Police in order to obtain a permit to collect on a specified date].

#### **PART II - MINUTES**

##### 48. **Attendance by Reserve Members:**

**RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Member:-

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Myra Michael	Councillor Marilyn Ashton

##### 49. **Declarations of Interest:**

**RESOLVED:** To note that (1) the following Members declared a prejudicial interest arising from their involvement with the organisations listed. Accordingly, they left the room and took no part in discussions or voting relating to these organisations:

<u>Member</u>	<u>Organisation</u>
Councillor Asad Omar	Harrow Council for Racial Equality
Deven Pillay, Adviser to the Panel	Harrow Council for Racial Equality

(2) the following Members declared a personal interest arising from their involvement with the organisations listed. Accordingly, they took part in discussions and voting relating to these organisations:

<u>Member</u>	<u>Organisation</u>
Councillor Ms Nana Asante	Bridge Trust Flash Musicals Harrow Association of Voluntary Services Harrow Women's Centre Stanmore Baptist Church
Councillor Joyce Nickolay	Bentley Priory Nature Reserve Harrow Association of Voluntary Services Harrow Citizens Advice Bureaux
Councillor Mrs Rekha Shah	Harrow Association of Voluntary Services

50. **Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following agenda item be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

<u>Agenda item</u>	<u>Special Circumstances / Grounds for Urgency</u>
8. Main Grant Applications 2007/08 - Appeals	The report had not received the necessary clearances at the time the agenda was circulated. Members were requested to consider the report as a matter of urgency.

(2) all items be considered with the press and public present.

51. **Minutes:**

**RESOLVED:** That (1) the minutes of the meetings held on 20 November 2006 and 18 December 2006 be taken as read and signed as a correct record;

(2) the minutes of the meeting held on 22 January 2007 be deferred until printed in the Council Bound Minute Volume.

52. **Public Questions:**

**RESOLVED:** That the following question be received under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution):

1.

**Questioner:** Mrs Sahida Mughal

**Asked of:** Councillor Joyce Nickolay

**Question:** The dependence of many Voluntary organisations to make use of inexpensive and local community/school halls is imperative to hold events and/or provide the service to the Community. However, costs to hire schools facilities are extortionate. In light of the current cuts, and the influence the Council has with schools, is it not possible for the Council to create an intermediary relationship to allow voluntary organisations to make use of facilities at reduced or no cost?

[Note: An oral response was given to the question. In addition, one supplemental question was asked, which was additionally answered.]

53. **Petitions:**

In accordance with Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution), the Panel received a petition from Blossom Fitness, containing 185 signatures. The terms of the petition cited the potentially adverse affects of a cut in funding on the activities of the organisation, and presented information relating to group members.

**RESOLVED:** That the petition be noted.

54. **Deputations:**

**RESOLVED:** That Committee Procedure Rule 15.7 (Part 4E of the Constitution) be suspended in order to receive deputations from the Harrow Association of Voluntary Services, KSIM Senior Citizens Association, and Blossom Fitness, in relation to agenda item 8, Main Grant Applications 2007/08 Appeals.

(See also Minute 55).

55. **Main Grant Applications 2007/08 - Appeals:**

Further to Recommendation 1 above, prior to the discussion on this item, the Panel received deputations from Harrow Association of Voluntary Services, KSIM Senior Citizens Association, and Blossom Fitness. Deputies felt that the reduction in the grants budget for 2007/08 would jeopardise the work of their organisations, as well as those of voluntary groups throughout the Borough. It was felt that the Council had not entered into appropriate consultation with voluntary groups when making the

reductions, particularly in relation to those organisations holding Service Level Agreements (SLAs) with the Council.

An officer stated that there had been appropriate consultation with organisations regarding the grants budget, including documentation published through the Council's website and Harrow People, and several public meetings regarding the Council's financial position. It was added that discussions were continuing with those organisations holding SLAs regarding funding levels.

Further to this, a motion was put and seconded proposing restoration of funding to those voluntary organisations holding SLAs. Upon being put to a vote, the motion was not carried.

**RESOLVED:** That the above be noted.

(See also Minutes 49 and 54).

56. **Main Grant Applications 2007/08 - Reserved:**  
(See Recommendation 2).

57. **Edward Harvist Trust Fund Applications:**  
(See Recommendation 3).

58. **Street Collections:**  
(See Recommendation 4).

(Note: The meeting having commenced at 7.34 pm, closed at 9.28 pm)

(Signed) COUNCILLOR JOYCE NICKOLAY  
Chairman





Meeting:	Grants Advisory Panel
Date:	4 <sup>th</sup> September 2007
Subject:	Edward Harvist Trust Charity – Grant Applications 2007/08
Key Decision: (Executive-side only)	No
Responsible Officer:	Javed Khan - Director of Community & Cultural Services
Portfolio Holder:	Anjana Patel – Community & Cultural Services
Exempt:	Public
Enclosures:	<b>Appendix 1</b> – Governance Rules and Basic Standards for the Distribution of Harvist Trust Funds; <b>Appendix 2</b> – EHT Grant Application Process: Information for Prospective Applicants; <b>Appendix 3</b> – Summary Reports of EHT Applications; <b>Appendix 4</b> – Summary Table of EHT Applications. <b>Appendix 5</b> – Supporting Documents Appendix 5 is exempt from publication under paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 as it contains information relating to the financial or business affairs of any particular person (including the authority holding that information).

## SECTION 1 – SUMMARY AND RECOMMENDATIONS

This report presents the applications for funding that have been made for the Edward Harvist Trust monies available as at 1<sup>st</sup> August 2007.

### **RECOMMENDATIONS:**

Members are asked to consider the requests for funding and make decisions accordingly.

### **REASON:**

To enable the applications for the Edward Harvist Trust monies held by Harrow to be considered by Members of the Grants Advisory Panel.

## SECTION 2 - REPORT

### 2.1 Brief History

2.1.1 On 28<sup>th</sup> June 2005, Grants Advisory Panel agreed a new process for dealing with grant applications for the Edward Harvist Trust monies, which complied with the Charity's objects, with the Council's Common Grants Criteria and Conditions of Funding and conformed to the requirements of the Charity Commission.

2.1.2 The distribution of funds from the Trust to Harrow Council in 2007/08 is £9,907.

2.1.3 During June 2007, a press release to inform voluntary organisations and community groups of the Edward Harvist Trust annual funding round, was circulated to libraries, community centres, the local press and on the Harrow website. The deadline given was Friday 3<sup>rd</sup> August 2007.

### 2.2 Options Considered:

2.2.1 12 applications were received by the deadline from the following organisations:

- African Women Initiative 4 Nationwide Development
- Angolan Civic Communities Alliance (ACCA)
- Carramea
- Freedom Foundation
- Harrow Asian Women's Centre
- Harrow Bengalee Association
- Horn Community Development Association
- London Kalibari
- Harrow and District Outdoor Pursuits Centre Trust – Maesnant Centre
- Mind in Harrow
- Pakistan Society of Harrow
- St. Luke's Hospice

2.2.2 The total amount requested from the organisations listed in 2.2.1 above is £20,967.

2.2.3 If the Panel were to approve all these applications, the total amount applied for exceeds the current balance of Edward Harvist Trust Fund by £11,060.

2.2.4 A summary of applications received from organisations listed in 2.2.1 is detailed in Appendix 3 of this report.

2.3 Resources, costs and risks associated with recommendations:

2.3.1 The amounts requested exceed the funds available for distribution. It is therefore, advisable to consider the applications from unfunded groups first, as the Trust monies are meant to support primarily small, unfunded organisations and new/emerging groups. Should applications from currently funded groups be approved, the level of funding already provided to those groups should be taken into account, as well as the number of years they have been in receipt of funding and the level of reserves held.

2.3.2 Some of the organisations approved for funding from the Edward Harvist Trust, may not use the grant for the purposes outlined in their applications.

2.3.3 If approved, the funding will enable local organisations to deliver services to their members and users, thereby improving the quality of life for people in Harrow.

2.4 Equalities Impact Consideration

2.4.1 The applications aim to address through funding inequalities and disadvantage and to promote equality of opportunity and better community and race relations. The funding proposed will assist organisations to serve black and minority ethnic communities, children and young people, women, people with disabilities and the elderly.

### SECTION 3 – STATUTORY OFFICER CLEARANCE

Chief Finance Officer	<b>Name:</b> Sonal Shah <b>Date:</b> 17 <sup>th</sup> August 2007
Monitoring Officer	<b>Name:</b> Helen White <b>Date:</b> 17 <sup>th</sup> august 2007

### SECTION 4 – CONTACT DETAILS AND BACKGROUND PAPERS

**Contact:** Parveen Vasdev, Principal Grants Officer (ext. 7625);  
Charlotte Clark, Senior Grants Officer (ext. 2335).

**Background Papers:** EHT Applications Directory: This contains all the EHT applications and supporting documents (circulated separately to Members ONLY as Part 2).

**IF APPROPRIATE, does the report include the following considerations?**

1.	Consultation	NO – not applicable
2.	Corporate Priorities	YES
3.	Manifesto Pledge Reference Number	ACEF

## Appendix 1

### **Governance Rules and Basic Standards for the Distribution of Harvist Trust Funds**

1. No charge whatsoever shall be imposed by the Councils for their own administration or other expense on Harvist money;
2. So far as possible, it shall be the objective to distribute or use the Harvist money during the year of receipt;
3. Councils shall allow interest to accrue on Harvist money from receipt until use at the average 7 day LIBOR rate;
4. Councils must be explicitly clear that Harvist money is further provision in addition to the Councils' own expenditure from their own funds;
5. Recipients of grants allocated from Harvist money must be so informed; the trustees' preference is that the Harvist money is a discrete fund/budget to which organisations may apply who would not qualify for an award from the relevant Council's own grants programme;
6. If an authority uses Harvist money for expenditure on its own facilities, it must be clear that that expenditure is for an "extra" which simply would not be provided but for the Harvist money, and not simply as a contribution to revenue expenditure which the Council should itself properly bear;
7. Each Council must provide a fully reconcilable account of money held and spent whenever required by the trustees or the Hon Treasurer.

## Appendix 2



### The Edward Harvist Trust Grant Application Process

#### Information for Prospective Applicants

The Harvist Trust is a charity established from the estate of Edward Harvist, who died in 1609, and its proceeds are divided between the 5 London Boroughs, which border the Edgware Road. Harrow receives 5.5945% of the yearly income, which is intended for charitable purposes. The objects of the Charity is to further all or any of the following purposes:

- The relief of the elderly and disadvantaged inhabitants of the London Boroughs of the City of Westminster, Barnet, Brent, Camden and Harrow;
- The relief of distress and sickness among the said inhabitants;
- The provision and support of facilities for recreation and leisure with the aim of improving the quality of life;
- The provision and support of educational facilities;
- Any other charitable purposes.

The following will apply to grants from the Harvist Trust:

1. Grants are made to organisations rather than individuals.
2. Grants are not offered to cover the costs of any provision the Trustees deem to be a statutory responsibility. Grants can be made to statutory organisations, if Trustees feel that it is for provision over and above the statutory responsibility.
3. The funds are used for one-off revenue or capital grants. In respect to capital grants, preference will be given to items of equipment rather than general contributions towards large capital costs, such as the purchase of a building.
4. Applications are accepted from organisations by letter and must be supported by two written quotations for equipment.
5. The amounts payable are relatively small, **with a maximum grant of £2,000**. Grants are not offered for equipment that has already been purchased or for very small items, such as stationery.

In addition to the above, applicants must satisfy Harrow Council's Common Grants Conditions, as follows:

- The applicant must be a voluntary group based in Harrow, with 80% of its members either living or working in Harrow.
- The organisation must be properly constituted, have a management committee and a bank account in the name of the organisation.

- The organisation must not promote or oppose any political party.
- The activities the organisation provides must not be of a religious nature.
- The organisation must not be profit making.
- The organisation must demonstrate commitment to the Council's equal opportunities policy.
- The organisation must set out in its application any existing funding provided, from whatever source.
- The organisation should be able to accept all financial transactions from the Council electronically.
- The organisation must agree to provide a report on the use of the grant, and audited accounts (where audited accounts are not available, management accounts and copy bank statements as appropriate).

If you would like to make an application, please do so in writing, setting out the following:

**1. Name of Organisation:**

Name and aims of Organisation and/or project for which funding is being sought

**2. Beneficiaries:**

Number of users

Proportion of users who are Harrow residents

Main area where organisation works, i.e. Ward, Postcodes etc.

**3. What you are applying for and why.**

Please include two written quotations if applying for a capital grant.

**4. Evidence of any match funding.**

**5. Financial information:**

Income for current year, including name of funder and amount.

Budget for the project/proposal for which funding is being sought

You will also need to provide copies of the following documents:

- Your organisation's adopted constitution or governing document
- Your organisation's equal opportunities policy
- A full set of audited/certified accounts for the previous financial year
- Names and home addresses of management committee members
- Bank account details (you must complete the enclosed form and return it with your application)

Please send your application to:

Grants Unit  
Harrow Council London  
Civic 1 (South Wing), Civic Centre  
P.O. Box 21, Harrow  
Middlesex. HA1 2XF

**The deadline for applications is 5pm on 3<sup>rd</sup> August 2007. Late applications will not be accepted.**

On receipt of your application an acknowledgement will be sent confirming when your application will be assessed and when you can expect notification of the outcome of your application.

If you have any further queries regarding the above, please phone the Grants Unit on 020 8424 1335 or email: [charlotte.clark@harrow.gov.uk](mailto:charlotte.clark@harrow.gov.uk).

July 2007



## Appendix 3

### Summary Reports of EHT Applications

#### **African Women's Initiative 4 Nationwide Development**      **Grant requested: £1,955**

This organisation was set up to provide support and advice to African women and their children both in the UK and Africa. They provide direct and indirect relief to these families by the provision of educational training, teaching of new skills, medical and housing aid, and generally by providing such aid or advice as needed by the communities involved.

The organisation has identified office accommodation in Rayners Lane, and is therefore requesting a contribution of £1,955 towards the purchase of computer equipment (i.e. projector - £600, 2 desk top computers @ £550 each) and office furniture (i.e. 2 office desks @ £140 each and 5 office chairs @ £45 each) all totalling £2,205.

#### **Angolan Civic Communities Alliance (ACCA)**      **Grant requested: £2,000**

ACCA is a local organisation that aims to relieve need, hardship and distress of Angolan people, particularly newly arrived refugees, by the provision of services such as interpreting, immigration, social & welfare rights, housing, community integration, education, training and employment to improve the quality of life for their community. ACCA is seeking funding to support its Young People Summer Football Tournament for a number of unaccompanied minors who are either in residential or foster care without any contact with their own communities. The programme also focuses on involving local communities to participate in their activities.

The grant requested from the EHT is a contribution towards the total cost of £3,275 of the project. The proposed budget is as follows:

<b>Item</b>	<b>Breakdown</b>	<b>Total</b>
Football Kits	6 x complete playing kits (15 each)	£1,800
Goalkeeper Kits	6 x complete kits	£742
Balls	4 x balls 1x bag	£143 £14
Football Net Kits	2 - 11 a -side football net kits	£175
Venue Hire	Venue and playing field	£216
Hospitality	Refreshments	£75
Transport		£110
	<b>Total cost of project</b>	<b>£3,275</b>

#### **Carramea**

**Grant requested: £257**

Carramea provides ICT facilities at the Community Premises for staff and volunteers of all the voluntary organisations, which have office accommodation at the premises. It offers customised workshops and certificated general IT courses using its 7-networked computers.

Periodically, it also offers computerised accounts training in partnership with Community Accounting Self-Help (CASH), which reaches out to the wider community sector in Harrow.

Carramea has for several years provided a free-standing independent computer workstation based in Room 10 at the Community Premises for the 6 “casual user” groups who have hot-desking facilities in the room. As these groups share desks, they do not have their own IT equipment. The printer attached to this workstation has now stopped working and therefore needs replacing.

Carramea are requesting £257 from the EHT to purchase a new printer so that the system can be fully operational for the benefit of the 6 organisations and their clients.

### **Freedom Foundation**

**Grant requested: £1,665**

This organisation was set up to prevent and provide support to all men, women and young people in their communities, from HIV/AIDS and other serious diseases, and aid and poverty eradication both in the UK and Africa. They provide direct and indirect support to those who are in need of this provision by distributing condoms, advocating, and public health awareness on these issues.

The organisation has identified office accommodation in Rayners Lane, and is therefore requesting a contribution of £1,665 towards the purchase of computer equipment (i.e. 1 projector @ £600, 2 desk top computers) and office furniture (i.e. 1 office desk @ £140 and 5 office chairs @ £45 each) all totalling £2,065.

### **Harrow Asian Women’s Centre**

**Grant requested: £1,990**

The organisation was set up recently to provide support and advice to women from Asian background and others in their own languages by a multi-lingual volunteer. They have been given temporary office accommodation at the Lodge, 64 Pinner Road. The aim of the organisation is to build the confidence of Asian women to integrate in social, economical and civic life of the local community.

The organisation is requesting a contribution of £1,990 towards general start-up and running costs, such as volunteers travelling expenses, insurance, telephone, stationary and postage, CRB checks for volunteers, etc.

### **Harrow Bengalee Association**

**Grant requested: £2,000**

Harrow Bengalee Association works towards the welfare and development of Bangladeshi and other Bengalee communities living in Harrow. The organisation is based at the Community Premises.

Large number of elderly Bengalee families living in Harrow finds life difficult due to isolation, ill health, mental health issues, and lack of recreational facilities. The organisation has therefore started a “50 plus Group” for the welfare of these families. It is hoped to increase the quality of life for this Group by promoting health and social care issues, support for people with specific health condition by volunteer qualified health professionals, recreational and leisure activities (e.g. yoga).

The organisation is requesting a contribution of £2,000 towards the overall cost of £5,060 for the provision of the above services to the 50 plus Group.

**Horn Community Development Association**

**Grant requested: £2,000**

Horn Community Development Association runs a supplementary school at Cannon High School in Edgware. The main aim of the school is to raise academic attainment of Somali children in Harrow schools, many of whom are considerably underachieving. The classes run for 4 hours on Saturdays from 10am to 2pm. At present there are 4 classes that cater for needs of Key Stages 1-4, with a total enrolment of 96 pupils. Due to high demand, there is a long waiting list.

The Somali community face a high level of social and economic deprivation that may impact negatively on the education and life chances of their children. Unemployment rate is over 80% and most of the Somali families are living on social security benefits.

The organisation is requesting £2,000 for the following:

- |  |        |
|--|--------|
| • 3 x laptop computers @ £600 each           | £1,800 |
| • 3 x laptop bags @ £30 each                 | £90    |
| • Volunteers expenses @£10 a day for 11 days | £110   |

TOTAL:	£2,000
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**London Kalibari**

**Grant requested: £2,000**

**Project: Celebration of Indian Democracy since Independence, and Lessons for World Peace and Prosperity**

London Kalibari has been established for over 25 years to provide services to the Hindu Bengalee community in Harrow. The organisation holds its activities mostly in Greenhill, Marlborough, Kenton, Wealdstone and Roxeth.

The organisation is requesting a contribution of £2,000 for organising the above programme in early Spring 2008. The full costing for this project is set out below:

- |   |        |
|---|--------|
| • Hall hire (Elliott Hall) @ £165 per hour for 5 hours: | £825   |
| • Fees for artists and speakers:                        | £1,050 |
| • Purchase & hire of equipment and material:            | £200   |
| • Brochure and media costs:                             | £250   |
| • Light snacks and soft drinks:                         | £300   |

TOTAL:	£2,625
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**Harrow & District Outdoor Pursuits Centre Trust  
(Maesnant Centre)**

**Grant requested: £2,000**

The main aim of the Trust is to provide an outdoor pursuits centre in "wild country" for use by the youth of the Borough of Harrow, so that they may develop to become fuller members of society. Maesnant Centre is located in mid-Wales near Aberystwyth.

The Trust is requesting a contribution of £2,000 towards the overall cost of £6,000 for adding a classroom at Maesnant. The classroom will be made within one of the barns at the Centre. The contribution of £2,000 will cover the main cost of materials for completing the blocking of 3 openings and replacing the floor above the classroom in the barn.

**Mind in Harrow**

**Grant requested: £2,000**

Mind in Harrow, in partnership with statutory and voluntary sector organisations, is planning to hold events for World Mental Health Day on and around 10<sup>th</sup> October 2007. Partners include the PCT, Harrow Council, CNWL Trust, Harrow Samaritans, FWA, Ethnic Alcohol Counselling Harrow, Connexion, Rethink, Horn Response Project, Harrow Bereavement Care, and many more. Mind in Harrow is taking the lead in this request for funding support. It is hoped to run the project in several venues over the week beginning 8<sup>th</sup> October, with the main focus in the St. Ann's pedestrian precinct on Wednesday 10<sup>th</sup> October.

The public sector partners are providing support in kind, and Mind in Harrow is requesting £2,000 funding from the EHT, to part-fund costs for performers from different ethnic groups, sound system, refreshments for stall holders and performers, leaflets, posters, flyers, street banners, and volunteer expenses.

**Pakistan Society of Harrow**

**Grant requested: £1,100**

The aim of this organisation is to promote the interests of the Pakistani community living in Harrow in order to improve their health, education and access to employment to enable them to make a positive contribution to Harrow.

Pakistan Society of Harrow is requesting £1,100 to purchase computer equipment (monitor, software, and laser printer) in order to provide training to their members in Urdu language software, which would not only translate from Urdu to English but also from English to Urdu. They would also provide training in Access, Excel and desktop publishing.

**St Luke's Hospice**

**Grant requested: £2,000**

St Luke's is the only organisation, which provides Hospice Care to the residents of Harrow. The care they offer includes the treatment of physical symptoms, but also extends to consider the emotional, psychological, spiritual and social needs of their patients. The Hospice Care is offered either in their own homes or within St. Luke's building in Kenton Road, Harrow. In 2006, 86% of £3m annual costs were spent on the salaries of staff that provide the services.

The organisation is requesting a contribution of £2,000 from the Edward Harvist Trust as a contribution towards the lease costs of 7-8 specialist pressure relief mattresses, which totals approximately £20,000 a year.

## Appendix 4

### SUMMARY TABLE OF EHT APPLICATIONS

Name	Funding 07/08 £	EHT Funding Requested 07/08 £	EHT Funding Received in previous rounds £
African Women's Initiative 4 Nationwide Development	Nil	£1,955	Nil
Angolan Civic Communities Alliance (ACCA)	2,700	2,000	Nil
Carramea	2,100	257	Nil
Freedom Foundation	Nil	£1,665	Nil
Harrow Asian Women's Centre	Nil	1,990	Nil
Harrow Bengalee Association	2,400	2,000	3,000 (GAP 8.3.06)
Horn Community Development Association	Nil*	2,000	2,170 (GAP 8.3.06)
London Kalibari	1,500	2,000	2,000 (GAP 22.1.07)
Maesnant Centre	Nil	2,000	Nil
Mind In Harrow	6,900**	2,000	Nil
Pakistan Society of Harrow	5,900	1,100	Nil
St Luke's	Nil	2,000	Nil
<b>Total funding applied for</b>		<b>20,967</b>	

\* This organisation is a member of HASVO and receives funding through the main grant of £10,000 given to HASVO.

\*\* Mind is currently funded for it's own project. As this application to the Trust is a partnership project, the funding currently received should not be taken into consideration.

## Appendix 5

### Supporting Information/Background Documents (Part 2)

- Schedule 1: African Women's Initiative 4 Nationwide Development
- Schedule 2: Angolan Civic Communities Alliance
- Schedule 3: Carramea
- Schedule 4: Freedom Foundation
- Schedule 5: Harrow Asian Women's Centre
- Schedule 6: Harrow Bengalee Association
- Schedule 7: Horn Community Development Association
- Schedule 8: London Kalibari
- Schedule 9: Maesnant Centre
- Schedule 10: Mind in Harrow
- Schedule 11: Pakistan Society of Harrow
- Schedule 12: St. Luke's Hospice



Meeting:	Grants Advisory Panel
Date:	4 September 2007
Subject:	Community Premises Accommodation Update
Key Decision: (Executive –side only)	No
Responsible Officer:	Javed Khan - Director of Community & Cultural Services
Portfolio Holder:	Anjana Patel – Community and Cultural Services
Exempt:	No
Enclosures:	<b>Appendix 1:</b> Advertisement <b>Appendix 2:</b> Register of interest for Community Premises accommodation. <b>Appendix 3:</b> Application Form.

### **Section 1: Summary And Recommendations**

This report provides details on the organisations that have registered an interest in using the Community Premises.

**Recommendation:**

Members are requested to consider and comment on the content of the report and make recommendations to the Portfolio Holder on the allocation of space.

**Reason:**

To make the Community Premises available for more organisations, enabling it to be fully utilised.

## **Section 2: Report**

### **2.1 Brief History**

- 2.1.1 During 2005/06 a Sub-Group of the Grants Advisory Panel, chaired by Cllr Omar, carried out a review of the community premises.
- 2.1.2 The report produced by the review group was received by the Grants Advisory Panel and considered by Cabinet in March 2006.
- 2.1.3 Cabinet resolved:
1. To note the submission and report made by the Chair of the Review of Community Premises;
  2. That further analysis and research of the issues raised in the reports and recommendations be undertaken;
  3. That technical feasibility studies and detailed analysis of financial implications be undertaken in order to prepare a business plan;
  4. That there be full consultation with members of the voluntary and community sector prior to the finalisation of recommendations.
- 2.1.4 Recommendation 5 in the Review Report stated that a charge should be introduced after the free rent period of 3 years. In order to pursue this further, it was decided to analyse the usage of the office space available at the community premises. The findings of this analysis were reported to GAP on 11 June 2007, where officers presented an analysis from the attendance forms for the period 26 February 2007 to 1 April 2007. The analysis showed that four organisations made minimum use of the office space allocated to them during this period. Two of these organisations have not registered an interest in continuing to use the Premises.
- 2.1.5 GAP on 11 June 2007 agreed to recommend that the implementation of charges for use of the Community Premises after three years occupancy be deferred until after the community strategy review.
- 2.1.6 GAP on 11 June 2007 also agreed that all available space at Community Premises be advertised to assess levels of interest for occupancy of any new and existing users.
- 2.1.7 Following the recommendation in 2.1.6 above, Officers placed an advertisement, as attached at Appendix 1, on 12 June 2007 at the Community Premises, libraries, on the Council website and in local newspapers. Groups currently using the Premises have been sent 2 reminder notices via their pigeon-holes and notices have been displayed in 3 separate locations within the building.



## **2.2 Options Considered**

2.2.1 Responses have been received from organisations as follows:

- Existing users 16
- New users 8
- Existing users who have not applied 3

2.2.2 Appendix 2 shows a list of organisations that have responded and their preferences of accommodation.

2.2.3 Members are requested to agree the next stage of asking the organisations listed in Appendix 2 to submit a formal application for accommodation at the community premises (copy attached as Appendix 3).

2.2.4 Members are requested to authorise officers to analyse the applications received and put together proposals for allocations based on the organisations aims and objectives, and up to date usage information for those currently based at the community premises.

## **2.3 Available Space**

2.3.1 Under the current arrangements, there is one individual office available (Room 4a), which has been used by Harrow Council for the Welfare Benefits Pilot Project until recently, and there is one designated desk available in Room 1. Also, there are 4 casual use spaces in Room 10 available for hot-desking. There are currently 6 groups registered to use Room 10 but this has been continually under-utilised.

2.3.2 In addition to the above, there are 3 existing users that have not applied. This means that 2 designated desks and one casual use space will become available.

## **2.4 Consultation**

Further consultation will be carried out with voluntary groups as the project progresses.

## **2.5 Financial Implications**

None at this stage. Once the recommendations of the review have been explored further the financial implications will be clarified. There is no budget set aside for implementing the review.

## **2.6 Legal Implications**

Members have expressed a desire to carry out consultation in respect of some aspects of these proposals. The government confirms that consultation on service areas such as community resources is good practice. Any such consultation would need to be clear in its intent in order to adhere to general legal principles of consultation.

## 2.7 Equalities Impact

The community premises are an important resource for the voluntary sector in Harrow.

## 2.8 Section 17 Crime and Disorder Act 1998 Considerations

Current organisations and prospective new users based at the community premises are expected to comply with all relevant legislation. They are expected to have Health & Safety policies and procedures, Child Protection policies (where applicable), procedures for the Protection of Vulnerable Adults (where applicable). Relevant organisations are expected to play an active role on relevant committees of the Safer Harrow Management Group. Some of the organisations deal with crime prevention, crime and anti-social behaviour issues and ways to combat them.

### Section 3: Statutory Officer Clearance

Chief Finance Officer	Name: Sonal Shah Date: 17 <sup>th</sup> August 2007
Monitoring Officer	Name: Helen White Date: 17 <sup>th</sup> August 2007

### **Section 4 – Contact Details and Background Papers**

**Contact:** Parveen Vasdev, Principal Grants Officer (ext. 7625)  
Charlotte Clark, Senior Grants Officer (ext. 2335).

**Background Papers:** Available on request.

**IF APPROPRIATE, does the report include the following considerations?**

1.	Consultation	No – Not required for this report
2.	Corporate Priorities	YES
3.	Manifesto Pledge Reference Number	ACEF

## Appendix 1



**Community Premises  
27 Northolt Road  
South Harrow  
HA2 0LH**

Community Premises provides office space for voluntary organisations representing a variety of communities within the borough.

The purpose of this facility is to provide a starting point for new and emerging groups to establish themselves within the community.

The accommodation is categorised as:

1. Individual office
2. Designated desk in a shared office
3. Casual desk or
4. Post box address for correspondence

The established organisations have access to the premises till 10 p.m. during weekdays and 6 p.m. at the weekends.

Harrow Council is currently in the process of conducting a review of the accommodation available at the Community Premises.

In the first instance, in order to establish the level of demand, any organisation wanting to register its interest in securing office space at these premises is requested to provide the following information.

1. Name & address of the organisation
2. Contact name with telephone number, e-mail, etc
3. Type of accommodation required (as listed above)
4. Activities of your organisation and nature of your project

Please write to:  
Harrow Council,  
Grants Unit, Civic 1, 3rd Floor,  
Station Road  
Harrow  
HA1 2XF

Tel: 020 8424 1335 or 020 8424 7625

E-mail: [charlotte.clark@harrow.gov.uk](mailto:charlotte.clark@harrow.gov.uk)

## Appendix 2

### REGISTER OF INTEREST FOR COMMUNITY PREMISES ACCOMMODATION

<u>Organisation</u>	<u>1<sup>st</sup> preference</u>	<u>2<sup>nd</sup> preference</u>	<u>Current accommodation</u>	<u>Current location</u>
Angolan Civic Communities Alliance	Individual Office	N/A	Individual Office	Room 2
Harrow Iranian Community Assoc.	Individual Office	N/A	Individual Office	Room 3
Russian Immigrants Association	Individual Office	N/A	Individual Office	Room 4B
Harrow Anti-Racist Alliance	Individual Office	N/A	Individual Office	Room 6
Pakistan Society of Harrow	Individual Office	Designated Desk	Designated Desk	Room 8
Somali Cultural & Educational Association	Individual Office	Designated Desk	Casual Use	Room 10
Kuwaiti Community Association	Individual Office	Designated Desk	Casual Use	Room 10
Horn Response Project	Individual Office	Designated Desk	Casual Use	Room 10
Bridge Trust Organisation	Individual Office	Designated Desk	None	N/A
Mentoring Changes	Individual Office	Designated Desk	None	N/A
Women's Aid Harrow	Individual Office	N/A	None	N/A
Harrow Somali Women's Action Group	Individual Office	Designated Desk	Designated Desk	Room 1
East African Welfare & Development Concern	Designated Desk	Casual Use	Designated Desk	Room 1
Harrow African Caribbean Assoc.	Designated Desk	N/A	Designated Desk	Room 5
Iwanaaji Somali Disabled Assoc.	Designated Desk	N/A	Designated Desk	Room 5
Indian Association of Harrow	Designated Desk	N/A	Designated Desk	Room 8
Harrow Bengalee Association	Designated Desk	N/A	Designated Desk	Room 8
Association of Senior Muslim Citizens	Designated Desk	Casual Use	Casual Use	Room 10
LASS Advice UK/Wembley Harrovians Football Club (affiliated to ACCA)	Designated Desk	Casual Use	None	N/A
Harrow Tamil Association	Designated Desk	Casual Use	None	N/A
Indian Association of Harrow	Designated Desk	Casual Use	None	N/A
Harrow Agenda 21	Designated Desk	Casual Use	None	N/A
Harrow Youth & Community Project	Casual Use	N/A	Casual Use	Room 10
Congolese Community	Casual Use	N/A	None	N/A

#### Current CP groups not replied:

HINDU COUNCIL (Currently has Designated Desk Room 8)

ISLAMIC & CULTURAL SOCIETY OF HARROW (Currently has Designated Desk Room 8)

TAMIL COMMUNITY CENTRE (Currently has Casual Use Room 10)

# HARROW COUNCIL LONDON

## FUNDING FOR COMMUNITY PREMISES ACCOMMODATION

### APPLICATION FORM

#### PART: A

Name of organisation:

Address for correspondence:

Contact person:

Position held in organisation:

Tel:

Fax:

Email:

#### **1. What is the legal status of your organisation?**

Registered charity (if registered charity, please give number)

Company limited by guarantee

Voluntary organisation

Other / please specify

#### **2. When was the organisation set up?**

3. Does it have a formal constitution setting out its aims and objectives? (Please, attach a copy).

4. Does it have a management committee?

5. Does it have a bank account in its name?

6. What is the geographical target area of your organisation's work?

#### **PART B**

1a. Amount requested: £

1b. Please indicate which type of letting you require (tick box). Please, see section D 1, 2 and 3, before reply.

Individual Office  Designated Desk  Casual Use

( £6,000)

( £4,500)

( £1,500)

2. How do you propose to use the letting for which you are requesting funding?  
(Give details of proposed days/ hours/ frequency –number of staff / volunteers / users involved)
  
3. Explain how this matches one or more of our common grants criteria
  
4. How will this grant benefit the development of your organisation / community?
  
5. How will this funding contribute to the promotion of equality of opportunity?
  
6. What are the expected outcomes?
  
7. How will you measure and monitor these outcomes?
  
8. Does your organisation currently use accommodation owned by Harrow Council? If so, provide details, including any charges payable.

9. Please give a breakdown of the total costs of your services or activity.

	Actual 200../200..	Original estimate 200../200..	Projected budget 200../200..
--	-----------------------	-------------------------------------	---------------------------------

**INCOME**

Harrow Council funding			
London Borough Grants (ALG)			
Other Local Authorities			
Harrow Primary Care Trust (PCT)			
Lottery			
Central Government funding			
Charities, trusts or companies			
Fundraising			
Fees charged			
Subscriptions or membership fees			
Investment interest			
Other (please provide details below)			
<b>Total income</b>			

**EXPENDITURE**

Salaries, wages, other fees			
Travel and subsistence expenses			
Training			
Rent			
Telephone			
General running expenses			
Project or service expenditure			
Other (please provide details below)			
<b>Total expenditure</b>			

Project surplus/(deficit)  
(Total income – total expenditure)

--	--	--	--

If you have included income or expenditure as "Other", please provide details:

--

Please enclose your accounts for 200../200.. or your last full financial year (if you have not already provided these) and a copy of your latest financial statement for 200../200..

10. Please explain why your organisation is unable to fundraise for this and provide any additional information either about your organisation or about the activity for which your are requesting funding

**UNDERTAKING:**

I declare to the best of my knowledge this form has been completed correctly.

NAME:

SIGNATURE:

POSITION HELD:

DATE:

**Please return completed forms and any supporting documents to the Grants Officer, P.O. Box 57, Civic Centre, Harrow, Middlesex, HA1 2XF**





Meeting:	Grants Advisory Panel
Date:	4 September 2007
Subject:	Community Lettings Update
Key Decision: (Executive-side only)	No
Responsible Officer:	Javed Khan - Director of Community & Cultural Services
Portfolio Holder:	Anjana Patel –Community and Cultural Services
Exempt:	Part 1
Enclosures:	<b><u>Appendix 1:</u></b> Letter 31st July 2006 to all Schools & Education Lettings Users <b><u>Appendix 2:</u></b> Letter dated 21 <sup>st</sup> March to all Head Teachers <b><u>Appendix 3:</u></b> Copy of presentation made at Head Teachers & Director’s Conference on 15 <sup>th</sup> March 2007.

## SECTION 1 – SUMMARY AND RECOMMENDATIONS

This report provides information only on the Community Lettings scheme for the Grants Advisory Panel.

### **RECOMMENDATIONS:**

Members are requested to note the progress to date and to consider and comment on the content of the report.

**REASON:** To provide an update on the progress to date.

## SECTION 2 – REPORT

### 2.1 Brief History

- 2.1.1 In October 2002, Cabinet decided that Community Lettings would be transferred to the Grants Advisory Panel as from 1<sup>st</sup> April 2004. The intention was to abolish the community lettings system and bring the support to the voluntary sector provided through this route into the main grants system.
- 2.1.2 Under the current lettings system, voluntary organisations apply to use a room in a school or other council premises, the Council makes the necessary arrangements, and the council pays the school for direct costs such as electricity, pays the caretaker's overtime via the payroll, and then invoices the organisation at the published hire rates.
- 2.1.3 This system has a number of disadvantages:
- It is very cumbersome from an administrative point of view and in the past there have been major problems with the billing system, which increases the risk of bad debts.
  - There are no means of controlling the expenditure – i.e. organisations can apply at any time during the year and their request is always accepted. The budget has been consistently overspent in the last few years.
  - The extent of the support to the voluntary sector is not transparent.
- 2.1.4 In due course, the move to a grants based system will eliminate the problems above. The Council will give the voluntary organisations a grant towards the rent of the space and they will deal direct with the school or premises of their choice.
- 2.1.5 Under the new system voluntary groups will be free to hire premises wherever they like in the borough - they won't be restricted to using schools or other council premises.
- 2.1.6 However, the implementation of the new system has been fraught with difficulties. In particular:
- Schools have been slow to set their charges and they have not applied concessions to their rates for voluntary groups. These concessions are required to ensure that the new system has the same financial impact on all parties as the old system.
  - Some schools have commented that the current arrangement does not cover their costs and they would like to increase their charges accordingly.
  - The grants criteria preclude any support for religious activities. There are some isolated cases where education lettings were provided for this purpose, and the Council has received a small number of complaints from religious groups about this aspect of the change to the

system. It should be noted that the Council has consulted very widely on both the grants criteria and the changes to the education lettings system and did not receive objections to this aspect of the policy at the time.

2.1.7 Given the difficulties outlined above, there have been several delays to the implementation as summarised below:

- On 14 October 2004, Cabinet agreed a new strategy for supporting the voluntary sector in Harrow.
- On 22 November 2004, the Grants Advisory Panel agreed to defer the implementation of the new policy on lettings until 1 September 2005.
- On 28 May 2005, the Grants Advisory Panel agreed to defer the implementation of the new policy on lettings until 1 September 2006.
- On 8 March 2006, the Grants Advisory Panel agreed to defer all Community Lettings Grant applications received to the meeting to be held on 6 July 2006 as most applications lacked financial information.
- On 6 July 2006, the Grants Advisory Panel recommended that:
  - A new streamlined set of costs be implemented from 1 September 2006 in order to simplify the current method of payments to schools for utilities.
  - The concession given against the published hire charges for voluntary groups is reduced from 85% to 70% on 1 September 2006 and to 60% on 1 September 2007.
  - In order to address the budget overspend situation the concession is limited to existing users only.
  - To further aid the transition, the grants criteria are applied to concessionary lettings from 1 September 2006. An exception should be made for groups who currently hire premises for religious activities. However, this will only be until 31 August 2008 to allow the appropriate groups to make alternative arrangements.
  - Finally, the application process should be simplified so that when the transition is made, organisations will use the normal grants process. The organisations will not need to answer the questions that are not relevant and simply state "N/A".

## **2.2 Options Considered**

2.2.1 Throughout the last couple of years there has been considerable consultation and communication with both the schools and the voluntary organisations.

- 2.2.2 Following the Grant Advisory Panel meeting of 6 July 2006 a letter was sent to all current users of community lettings and grant applicants, explaining the decision and apologising for the inconvenience. Copy attached at Appendix 1.
- 2.2.3 A presentation was made to all Head teachers on 15 March 2007 at the Head teacher and Directors' Conference to explain the change process with a proposal to rationalise the utility reimbursement costs; £35.08/hr for high schools and £15.49/hr for First & Middle Schools. These charges being an average figure based on the actual reimbursements made to schools in 2006/07 plus an 18% inflationary increase. The rate is lower for F&M schools as their buildings are smaller compared to high schools.
- 2.2.4 This was followed up with a letter dated 21 March 2007, a copy of which is attached at Appendix 2. A copy of the presentation slides is attached at Appendix 3.
- 2.2.5 From the feedback received from some schools, the indications are that they are likely to set their hire charges at a much higher level compared to the Council's rates.
- 2.2.6 The annual education lettings budget currently available is £127,000. This will be inadequate bearing in mind that the school charges are likely to be much higher than the costs incurred by voluntary organisations under the Council scheme.
- 2.2.7 In order to even out the workload for the grants team, it has been decided that the grant application forms in respect of lettings will be sent out during the 1<sup>st</sup> week January 2008 with a report to the Grant Advisory Panel in April 2008 pertaining to grants for the academic year 1<sup>st</sup> September 2008 to 31<sup>st</sup> March 2009.

## **2.3 Consultation**

- 2.3.1 Over the last couple of years a wide range of consultation has taken place with the schools as well as the voluntary groups including written communication, meetings and presentations.

## **2.4 Financial Implications**

- 2.4.1 There are no direct financial implications, as the changes proposed would be met from existing resources, but as explained in paragraph 2.2.6 the budget is now likely to be over subscribed, and the Grants Advisory Panel are not able to exceed the budget available.

## **2.5 Legal Implications**

- 2.5.1 There are no legal implications associated with this report.

## 2.6 Equalities Impact

- 2.6.1 Under the new policy on lettings a number of community groups, especially those carrying out religious activities, will not qualify for Council support. Some of the groups to be affected will be from Black and Minority Ethnic communities. As a result of delays in the implementation, the proposals in this report will give the groups affected more time to make alternative arrangements before the changes become effective. Consequently, the delay in introducing the new scheme may disadvantage new groups not currently using the provision, and therefore not qualifying under the grant scheme.

## 2.7 Section 17 Crime and Disorder Act 1998 Considerations

- 2.7.1 The organisations that may be recommended for funding are expected to comply with all relevant legislation. They are expected to have Health & Safety policies and procedures, Child Protection policies (where applicable), procedures for the Protection of Vulnerable Adults (where applicable). Relevant organisations are expected to play an active role on relevant committees of the Safer Harrow Management Group. Some of the organisations deal with crime prevention, crime and anti-social behaviour issues and ways to combat them.

## SECTION 3 - STATUTORY OFFICER CLEARANCE

Chief Finance Officer	<input type="checkbox"/>	Name: Sonal Shah
		Date: 17 <sup>th</sup> August 2007
Monitoring Officer	<input type="checkbox"/>	Name: Helen White
		Date: 17 <sup>th</sup> August 2007

## SECTION 4 - CONTACT DETAILS AND BACKGROUND PAPERS

**Contact:** Parveen Vasdev, Principal Grants Officer (ext. 7625)  
Charlotte Clark, Senior Grants Officer (ext. 2335).

**Background Papers:** None

IF APPROPRIATE, does the report include the following considerations?

1.	Consultation	No – Not required for this report
2.	Corporate Priorities	YES
3.	Manifesto Pledge Reference Number	ACEF

## Appendix 1

31<sup>st</sup> July 2006

To all Schools & Education Lettings Users

Dear Sir/Madam

### Re: Education Lettings

You may be aware that in 2004 Harrow Council conducted a Strategic Review of support to voluntary organisations, which involved extensive consultation with the voluntary sector in Harrow. The intention was to abolish the current education lettings system and bring the support to the voluntary sector provided through this route into the main grants system from 1<sup>st</sup> September 2006.

Under the grants scheme the community groups would hire premises directly from the school or community centre of their choice and apply to Harrow Council for any grant funding required.

However, in implementing the new grants scheme a number of difficulties have been experienced. In some cases the schools have been slow to set their charges or the charges were too high for the community groups or the application process for grants was perceived to be overly complex.

The Grant Advisory Panel on 6<sup>th</sup> July 2006 considered these issues and recommended to delay the transfer of community lettings into the main grants system for the time being. The delay will allow schools and managers of Council premises more time to put in place the necessary administrative systems and hire charges structure for handling applications for letting, and also to allow community groups, not qualifying for a grant under the new strategy, more time to make alternative arrangements.

Furthermore the Council has not reviewed the letting charges for a long time and it is proposed that the concession given against the published rates be reduced from 85% to:

- 70% from 1<sup>st</sup> September 2006
- 60% from 1<sup>st</sup> September 2007
- 50% from 1<sup>st</sup> September 2008

Grants Advisory Panel has also agreed that community groups engaged in religious activities will be made an exception and allow them to continue running their activities during this transition period. i.e. until 31<sup>st</sup> August 2008. It is expected that such organisations will be in a position to make alternative arrangements.

It should be noted that for any new applicants the Education Lettings would be subject to the same grant criteria and qualifying conditions as for the main grant, a copy of which is attached. The existing Education Lettings criteria will apply to all current users.

The application packs for booking your premises for the period 31<sup>st</sup> August 2006 to 31<sup>st</sup> March 2007 will be posted to you within the next few days. Please return the completed forms to the address given as soon as possible.

Due to the budgetary constraints the Community Groups will not be allowed to apply for any more space than what has been used in the period from 1<sup>st</sup> September 2005 – 31<sup>st</sup> August 2006.

I sincerely apologise for any inconvenience caused to your organisation.

Yours faithfully,

Chander Vasdev  
Service manager  
Business Community and Grant Funding

Tel: 020 8420 9249

## Appendix 2

21<sup>st</sup> March 2007

To all Head teachers

Dear Colleague

### Re: School Lettings

Following my presentation at the Head teachers and Directors meeting on 15<sup>th</sup> March, I would like to confirm the following points.

#### Reimbursement rates

Currently the Council pays gas, electricity plus a premium to each school for the hire of the premises. The reimbursement rates vary from school to school. This system is very cumbersome from an administrative point of view. Therefore, it is proposed that with effect from 1<sup>st</sup> April 2007, the reimbursement rates could be rationalised as follows:

- High School £35.08/hr (£29.73)
- Other Schools £15.49/hr (£13.12)

The figures shown in brackets are the current average rates. The High School rates are higher as their buildings are larger than other schools. I hope that this proposal will be acceptable to all schools.

#### Change to Grants Scheme

It is the Council's intention to abolish the Education Lettings on 31 August 2008 and implement the Grants scheme from 1 September 2008. As you may be aware, school lettings have been heavily subsidised by the Council and Schools for many years and this is no longer a viable option. However, as a huge increase in charges would have resulted in many of the organisations collapsing outright, the Council has been gradually increasing the amount they pay. A copy of the Council's hire rate chart as at 31<sup>st</sup> August 2008 is attached for guidance purposes only. Schools are not expected to subsidise voluntary organisations but schools might consider it kindly and helpful to start with a lower charge in the first year and then start to increase the charges gradually on an annual basis. It is quite likely that some organisations will need to withdraw altogether from hiring school premises if the charges are too high. The timetable for grant applications will be as follows:

- Application packs 1st wk August 2007
- Application return date 28 September 2007
- Grant Panel Meeting Dec 2007/Jan 2008



As you know under the grant scheme the voluntary organisations will be making their bookings for the hire of the space directly with the schools and that they will need to know the costs for their grant application, **it is therefore imperative that all schools are in a position to quote the charges at the time the organisations are completing their grant applications.** There is a Grant budget in excess of £100,000 for this purpose, which is a generous amount considering the present financial position of the Council.

I hope that I have provided all the relevant information regarding the change to Grants scheme, however should you have any queries please let me know.

Yours sincerely,

Chander Vasdev  
Service Manager  
Community Links & Grant Funding  
Tel: 020 8420 9249  
E-mail: [chander.vasdev@harrow.gov.uk](mailto:chander.vasdev@harrow.gov.uk)

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