



GRANTS ADVISORY PANEL

THURSDAY 22 NOVEMBER 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
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***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

THURSDAY 22 NOVEMBER 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.

4. **Minutes:**

That the minutes of the meeting held on 4 September 2007 be deferred until printed in the next Council Bound 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. **Monitoring of Grant Funding Received in 2006/07:** (Pages 1 - 66)
Report of the Director of Community and Cultural Services.

Enc. 9. **Applications for Community Premises Accommodation 2008/09:** (Pages 67 - 92)
Report of the Director of Community and Cultural Services.

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

AGENDA - PART II - NIL

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Meeting:	Grants Advisory Panel
Date:	22 nd November 2007
Subject:	Monitoring of Grant Funding Received in 2006/07
Key Decision: (Executive-side only)	No
Responsible Officer:	Javed Khan – Director of Community and Cultural Services
Portfolio Holder:	Anjana Patel – Community and Cultural Services
Exempt:	Part 1
Enclosures:	Appendix 1 – List of Voluntary Organisations Monitored for Services Provided in 2006/07 (Funding in excess of £5,000); Appendix 1a – Summaries of Monitoring Reports for Voluntary Organisations listed in Appendix 1; Appendix 2 – List of Voluntary Organisations Monitored by means of Monitoring and Assessment Form (Funding below £5,000); Appendix 2a – Summaries of Monitoring and Assessment Forms for Voluntary Organisations listed in Appendix 2.

SECTION 1 – SUMMARY AND RECOMMENDATIONS

This report provides an update on the individual performance of voluntary and community organisations in receipt of grant funding in 2006/07, through a process of monitoring.

RECOMMENDATIONS:

1. To note the Officers comments relating to the detailed monitoring of all voluntary groups in receipt of funding in excess of £5,000 in 2006/07, as detailed in Appendix 1a of this report;
2. To note the summary of activities/services and achievements of all voluntary and community groups in receipt of funding below £5,000 in 2006/07 through self-monitoring (using the Monitoring and Assessment Form), as detailed in Appendix 2a of this report.

REASON:

To provide the Grants Advisory Panel useful background information in advance of considering new grant applications for 2008/09, and to allow them to consider any important issues arising out of the individual monitoring reports at an early stage.

SECTION 2 - REPORT

2.1 Brief Background

- 2.1.1 The Grants Advisory Panel at its meeting on 6th July 2006 recommended that the Grants team produce an annual monitoring report on grant funded organisations, which will provide useful background information in advance of considering new grant applications for the following year. It will also inform Members of the level and quality of services/activities delivered by funded voluntary organisations during the year, and provide a strategic overview of the impact the funding has had, and whether they represent 'value for money'.
- 2.1.2 Monitoring of groups funded in 2006/07 commenced in June 2007, by means of either a formal meeting with the organisations by Grant Officers, or through a self-monitoring process using a standard Monitoring and Assessment Form.
- 2.1.3 A timetable of visits was drawn up and stringent monitoring of services and activities was carried out during June and July, and detailed reports produced by Grant Officers. These included those organisations on service level agreement arrangements, (funding of £10,000 and above – 14 in total), and those in receipt of funding over £5,000 and below £10,000 (15 in total). These are listed in Appendix 1a of this report. The Panel may wish to note that Harrow in Business were not monitored for the services provided in 2006/07.

2.1.4 Organisations in receipt of grant funding below £5,000 are required to submit a standard Monitoring and Assessment Form (self-monitoring) to the Grants Unit on an annual basis, outlining their performance against the targets as detailed in their application, and their achievements during the year. Forms were sent to 49 funded groups in April 2007 for completion and return to the Grants Unit by 1st June. To date, 9 organisations have still not returned the form despite a reminder letter being sent to them. These are:

Groups currently funded:

- Flash Musicals
- Harrow Tamil School Association;
- Hindu Council;
- Navnat Yuva Vadil Mandal;
- Wish Centre (The);
- Woodlands Community Association.

Groups not funded in 2007/08:

- Ansar Youth Project;
- Headstone Manor Ladies Cricket Club;
- Shaw Trust.

2.1.5 A summary of services/activities and achievements of all organisations in receipt of funding below £5,000 is detailed in Appendix 2a of this report. Members should note that these organisations have not been visited by an officer of the Grants Unit, therefore the reports have been summarised on the basis of information received from these organisations through self-monitoring.

2.2 Options Considered

2.2.1 There are no options to be considered, as this report is to inform Members of the individual performance of voluntary and community organisations in receipt of grant funding in 2006/07.

2.3 Resources, costs and risks associated with recommendations

2.3.1 No direct costs associated with this report, as there are no recommendations.

2.3.2 There is a small risk that voluntary organisations in receipt of funding below £5,000 may not have delivered the required level or quality of service as outlined in their Monitoring and Assessment form (self-monitoring).

2.4 Equalities Impact Consideration

2.4.1 All voluntary and community organisations in receipt of grant funding in 2006/07 have been monitored using either a standard Monitoring and Assessment form and/or a standard monitoring questionnaire, and ensuring all equalities considerations have been addressed.

SECTION 3 - STATUTORY OFFICER CLEARANCE

Name: Sheela Thakrar Date: 12 th November 2007	<input type="checkbox"/> on behalf of the Chief Financial Officer
Name: Jill Travers Date: 12 th November 2007	<input type="checkbox"/> on behalf of the Monitoring Officer

SECTION 4 - CONTACT DETAILS AND BACKGROUND PAPERS

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

Background Papers: Detailed officers monitoring reports and Monitoring and Assessment forms are available from the Grants Unit on the above extension numbers.

IF APPROPRIATE, does the report include the following considerations?

1.	Consultation	YES – copies of draft monitoring reports for those organisations (listed in Appendix 1) in receipt of funding in excess of £5,000 in 2006/07 were sent to the relevant organisations for comments before they were finalised and signed off.
2.	Corporate Priorities	YES

Appendix 1

List of Voluntary Organisations Monitored for Services Provided in 2006/07 (Funding in Excess of £5,000):

Service Level Agreements (Organisations in receipt of funding in excess of £10,000) – pages 6-24:

1. Harrow Association of Disabled People (HAD)
2. Harrow Association of Somali Voluntary Organisations (HASVO)
3. Harrow Association of Voluntary Service (HAVS)
4. Harrow Citizens Advice Bureau
5. Harrow Council for Racial Equality (HCRE)
6. Harrow Shopmobility
7. Harrow Sports Council
8. Harrow Weald Common Conservators
9. Harrow Women's Centre
10. Ignite Trust
11. Relate London North West
12. Victim Support Harrow
13. Welldon Activity Group
14. Women's Aid Harrow

Organisations in receipt of funding over £5,000 and below £10,000 – pages 25 - 42:

1. ADHD Support Group
2. Community Link Up
3. Harrow African Caribbean Association (HACAS)
4. Harrow Agenda 21 Environmental Forum
5. Harrow Bereavement Care
6. Harrow Heritage Trust
7. Harrow in Europe
8. Harrow Iranian Community Association
9. Harrow Mencap
10. Harrow Refugee Forum
11. Harrow Somali Women's Action Group
12. Home Start Harrow
13. Kids Can Achieve
14. Mind in Harrow
15. Pakistan Society of Harrow

Appendix 1a

Service Level Agreements (Organisations in receipt of funding in excess of £10,000)

1. **NAME OF ORGANISATION:** HARROW ASSOCIATION OF DISABLED PEOPLE

FUNDING RECEIVED IN 2006/07: £45,018

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Harrow Association of Disabled People was established in 1971 to promote equality of opportunity for disabled people through the encouragement and development of education, training, facilities for rehabilitation, recreation, employment and independent living for disabled people who reside, work or undergoing educational or vocational training within the London Borough of Harrow.

The grant of £45,018 awarded to HAD in 2006/07 was to fund the salaries of 1 full-time and 1 part-time post, to deliver the following services:

- Increase welfare benefits take-up through provision of information, presentations and outreach sessions;
- Provide welfare benefits and disability advice to any disabled person living in the London Borough of Harrow;
- Make information about welfare benefits available to disabled people who are part of the BME community;
- Train staff and volunteers working with BME and other excluded groups in basic information about accessing welfare benefits, including how to complete forms such as DLA and AA;
- Identify clients experiencing difficulty in managing money and to make appropriate referrals and signposting;
- Deliver outreach sessions in areas of the borough recognised as being impoverished.

HAD's service is available to the public 5 days per week from 9.00am to 5.00pm. They also see people by appointment in the evening. The welfare benefits service is delivered from their offices in Headstone Drive, as a result of referrals from People First, Mental Health teams, health professionals, word of mouth, Information Service, Advocacy Service and self-referrals. The welfare benefits service is also delivered on an outreach basis, through home visits, telephone advice, talks and presentations to local organisations and professionals.

The welfare benefits team have a robust quality system in place that is transparent and easily understood by staff, management committee and users. This ensures that the service provided by HAD responds to the needs of the community and is of a demonstrable high quality.

During the financial year 2006-07, HAD delivered its outputs against the targets set by the grants panel. These are outlined below:

SERVICE	TARGET	ACTUAL	NO +/-	% +/-
Telephone enquiries	850	850	0	100%
Home Visits	96	114	18	119%
Welfare Benefits Applications	350	420	70	120%
Tribunal & Appeals	50	60	10	120%
Welfare Benefit talks	4	2	-2	50%
Appointments made	500	600	100	120%

OFFICER COMMENT:

A monitoring visit was held with HAD on 1st May 2007 at their premises in Headstone Drive, Wealdstone. HAD has continued to run a high quality service to users in a range of different locations. They have worked closely with the Council’s Welfare Benefits Strategy during the period it was running, and have since taken on a proportion of those cases that remained outstanding when the Welfare Benefits Strategy was closed in the latter part of this financial year. The officer reported that all records, policies and procedures are well maintained, and there were no concerns regarding the quality of their services and activities.

Report produced by Parveen Vasdev, Principal Grants Officer.

2. **NAME OF ORGANISATION:** HARROW ASSOCIATION OF SOMALI VOLUNTARY ORGANISATIONS (HASVO)

FUNDING RECEIVED IN 2006/07: £10,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

HASVO was set up in January 2004 to provide a united voice to the needs of the Somali community in Harrow; to help Somali groups to network and develop and to improve the social and economic conditions of the Somali community. HASVO is the umbrella group of 8 Somali groups. In addition to co-ordinating services to the Somali community, HASVO allocates responsibility to member organisations for a specific service area or client group, i.e. disabled, women and mental health.

HASVO provides an open surgery to all members of the Somali community in Harrow from 2 venues, the Community Premises and it’s office in St. John’s Road, Monday - Thursday for 5 hours per day. Advice and guidance is given on a variety of issues including social and welfare benefits, housing, education and health. Practical assistance is also provided with, interpreting, translation, completing forms and letter writing. Often, volunteers accompany clients to the relevant services to interpret for them and liaise on the client’s behalf. Volunteers also visit some clients in their own homes and provide outreach work.

During 2006/07, HASVO assisted 822 people with the services mentioned above.

The grant received for 2006/07 was mainly used to pay volunteers expenses. The member organisations invoice HASVO every month for volunteers' expenses incurred and the funding is paid to them retrospectively. The remainder of the funding was used for running costs at HASVO's St. John's Road office.

HASVO feels that it's major achievement was working in partnership with the Council's Community and Cultural Services on a report entitled 'Harrow Somali Community Needs Assessment'. HASVO enlisted the help of volunteers from the Somali community who helped with undertaking door-to-door surveys and facilitating discussion groups to ensure that the views of all sections of the community were reflected including children, young people, older residents and those with disabilities.

OFFICER COMMENT:

A monitoring visit was held on 21st June 2007. The Officer undertaking the visit stated in her report that it needs to be noted that, from the funding given to HASVO, HASVO pays member organisations for their volunteer expenses. The Council does not monitor these member organisations and therefore officers do not have any means of checking whether this funding is used appropriately. It is hoped, and recommended, that all member organisations merge to become one organisation and form sub groups to deal with various issues or sections of the community, e.g. women, disabled, elderly. This is something that will be looked into more closely in 2008, as the current 3-year service level agreement expires on 31st March 2009.

HASVO has since informed officers that the suggestion of merging into one main body has been discussed with the management committee. The members agreed in principle to work towards this, but accepted full implementation will take a while to accommodate and enlist the support of the trustees of the organisations. Officers responded by stating that this is not a new suggestion and it has been highlighted on various occasions in the past. Officers have further suggested that HASVO's trustees make it a priority to start work on this issue due to the fact that the SLA will expire on 31st March 2009.

Report produced by Charlotte Clark, Senior Grants Officer

3. **NAME OF ORGANISATION:** HARROW ASSOCIATION OF VOLUNTARY SERVICE

FUNDING RECEIVED IN 2006/07: £90,995

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

HAVS is a community-based organisation, which acts as an umbrella group to a wide variety of local voluntary and community groups in Harrow.

Its main aim is to promote, encourage, support and sustain a strong and effective voluntary and community sector to improve the quality of life for people in the Borough. It also provides a number of direct services to the Community such as the Volunteer Centre, Management of the West London and Harrow Faith Forum, two Small Group Development Workers, the Criminal Records Bureau checking service, and the Trans-Age Project. HAVS also operates a number of one-off projects when funding is available. During 2006/07, HAVS organised a

Conference on commissioning and also ran a project looking at the needs of the workforce in the private and voluntary sectors working with children.

HAVS has provided advice, training and information dissemination to over 220 affiliated voluntary organisations. This helps to strengthen the organisation themselves and the services to their members.

By building the capacity of the voluntary and community sector in Harrow, HAVS activities benefit all the community especially those individuals who are socially excluded or deprived. By providing representation at a strategic level, HAVS builds the cohesion of the voluntary and community sector, and is a key partner in the Borough's activities.

During the year, HAVS organised a conference on Commissioning and has begun work on the development of the Voluntary and Community Sector consortium.

Another key achievement was bidding for and gaining funding to undertake a report on the Children's Workforce Development needs. This report focused on the needs of individuals working in the Children's Services and the private and voluntary sectors in Harrow.

The following statistics have been provided by HAVS against the targets outlined in their service level agreement for 2006/07:

Core Services:

Number of groups helped with governance issues	- 55 (target 30);
Number of training courses and information sessions arranged/delivered	- 20 (target 15);
Number of briefings/newsletters issued	- 15 (target 15);
Number of groups assisted with funding applications	- 45 (target 40);
Number of external bodies liaised with	- 220+ (target 210);
Number of people with strokes and their Carers attending Stroke Club	- 38 (target 35);
Number of affiliated groups	- 220 (target 220).

Harrow Centre for Volunteering:

Number of volunteers introduced to voluntary and community organisations	- 1,000+ (target 650);
Number of requests for Co-ordinator to speak to schools and places of education	- 23 (target 20);
Numbers attending volunteer meetings And/or training events	- 350 (target 300).

OFFICER COMMENT:

A monitoring meeting was held with HAVS on 10th May 2007. From the records inspected, it is clear that the organisation has continued to provide a good quality of service to their affiliated members, and exceeding the targets as set out in their service level agreement for 2006/07. All records, policies and procedures were well maintained.

Report produced by Parveen Vasdev, Principal Grants Officer

4. **NAME OF ORGANISATION:** HARROW CITIZENS ADVICE BUREAU

FUNDING RECEIVED IN 2006/07: £100,543

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Provision of a full generalist advice service. Clients accessing the CAB services receive free, confidential, impartial and non-judgemental advice. This is provided as set out below:

- Face-to-face generalist advice (diagnostic interview system, pre-booked appointments, emergency advice service, reception service) – provided on Monday, Tuesday and Friday;
- Case work service (letter writing, negotiating, telephoning, advocacy);
- Access to representation at court (housing) and social security appeals;
- Assistance with employment tribunal applications;
- Saturday morning advice for clients in full-time employment;
- Telephone, email and postal advice (a new telephone and call-back service has been introduced one day a week on Thursday, and therefore the reception is not open to the public on this day). Clients are offered a telephone appointment and an adviser calls them back at an arranged date and time;
- Access to free legal advice from Honorary Legal Advisers;
- Access to specialist advice (welfare rights, debt, housing, disability issues, tax, immigration, etc.).

The above services are delivered at the main CAB premises located in Civic 5 of the Civic Centre and outreach sessions at the new established Harrow Children's Centres (Hillview, Gange, and Stanmore).

In addition to the services outlined above which are funded through the Council's main grant, CAB has a service level agreement with Housing Services to run a Housing Advice Centre, which provides free and independent housing advice including advice on the prevention of homelessness. They also have a service level agreement with People First to run a Community Advice Project, and to fund a Welfare Benefits Advisor.

In accordance with the requirements of the Service Level Agreement, CAB recorded the following information for the period April 2006 to March 2007 (targets are shown in brackets):

Number of client contacts:	over 10,300 (target 12,000);
Number of enquiries:	over 20,000;
Level of personal debt managed by assisting clients:	£4m (target £5m);
Number of volunteers retained and recruited:	recruited 3 volunteer receptionists, retained 30 volunteer advisers and admin staff (target 23);

In addition to the above, CAB have successfully set up an outreach project in 3 of the newly established Children's Centre. They also provide Somali speaking advice sessions. They are now working in partnership with RAD to provide BSL advice sessions. One of CAB's volunteer advisers has been able to secure a paid position within the organisation. There is increased access to telephone advice through a dedicated post of enquiry adviser. There is also increased access to specialist legal advice sessions. Harrow CAB is now a reporting centre for racial harassment.

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OFFICER COMMENT:

A monitoring meeting was held with CAB on 11th May 2007. Although the organisation has not quite achieved the outcomes against the targets set out in their service level agreement for 2006/07, the quality of their service has nevertheless been satisfactory. Client feedback from questionnaires randomly inspected at the time of monitoring was very positive. Officer reported that all records, policies and procedures were very well maintained, and found no concerns regarding the quality of their services.

Report produced by Parveen Vasdev, Principal Grants Officer

5. **NAME OF ORGANISATION:** HARROW COUNCIL FOR RACIAL EQUALITY

FUNDING RECEIVED IN 2006/07: £57,585

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

HCRE's mission statement is to work in partnership with individuals and organisations towards a fair and just society which values diversity and gives everyone an equal chance to work, learn and live free from discrimination, prejudice and racism. In order to achieve this vision, HCRE works to prevent racial discrimination and combat those influences, which seek to exclude people from full participation in the life of the borough. HCRE strive to provide and develop an advice service irrespective of race, creed, ability or sexual orientation within the multicultural population of Harrow. The services provided include:

A breakdown of the number of people that used each service during 2006/07 is detailed below:

Racial Equality & Discrimination Casework – 130 people were assisted in 2007. Cases that were dealt with included employment racial discrimination, racial harassment, bullying and victimisation, housing and immigration.

Monitoring of racial incidents on behalf of Police – 34 racial incidents were referred to the Police.

Mentoring and Advocacy project – 17 children were supported from January to April 2007 (figures from April 2006-March 2007 were not provided). Types of cases included behavioural problems, underachievement, special educational needs, attitude problems, low self-esteem, low attendance, domestic problems, bullying, lack of confidence and emotional problems.

Domestic Violence Project – 350 women benefited from this service over 3 years. From April 2006 – March 2007 76 clients were seen and 92 received telephone assistance.

Health Advocacy & Referrals Project – 78 people were supported. There were 4 successful client appeals, 2 unsuccessful and 2 are still pending.

Children's Project – At one refugee celebrations and activities week, 48 children benefited.

Carers Project – between April 2006 and March 2007, 6 grants and 2 referral letters were given.

HCRE has the Community Legal Services Quality Mark at General Help Level.

At present, there are 96 groups affiliated to HCRE.

OFFICER COMMENT:

A monitoring meeting was held on 16th May 2007 and the officer reported that all records, policies and procedures were well maintained, and there were no concerns noted.

Report produced by Charlotte Clark, Senior Grants Officer

6. **NAME OF ORGANISATION:** HARROW SHOPMOBILITY

FUNDING RECEIVED IN 2006/07: £14,570

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Harrow Shopmobility provides access to the Harrow Town Centre and surrounding areas for anyone with limited mobility (temporary or permanent), through the FREE loan for up to 6 hours of 28 battery-powered scooters, 30 wheelchairs and 4 power chairs maintained to a high standard. Also, provision of a home loan service for wheelchairs for a period of up to 3 weeks. The service operates 5 days per week, Monday to Friday, from 10.00am to 4.00pm (other times by prior arrangement) and, from 2007, one Saturday per month at the same times.

Harrow Shopmobility now has an office in Wealdstone, which provides the same service Monday-Friday and has 4 battery-powered scooters, 2 wheelchairs and 1 power chair. The organisation is responsible for the safe storage, servicing and maintenance of the vehicles in both locations.

The Council funding pays for the Manager's salary 4 days per week. The Manager is the only member of staff and is responsible for the overall daily running of the service, the recruitment and supervision of volunteers, the safekeeping and maintenance of the equipment, keeping records of all service users, production of newsletters, raising awareness of the service and fundraising.

Harrow Shopmobility helps an average of 90 people per month to shop or do anything else that an able-bodied person might do, e.g. go to the cinema, doctors, hospital. This ensures that Harrow residents stay in Harrow and do not go elsewhere, which in turn benefits the local shopping outlets and the overall vitality of the borough. The organisation also supplies wheelchairs on a longer-term basis for users and their relatives to go on holiday, which relieves isolation for the user.

The organisation considers its key achievements to be:

- Opening the new office in Wealdstone and being able to provide a valuable service to more residents
- Obtaining more equipment (3 more electric scooters) and volunteers (now 19)
- Receiving funding from Transport for London (this was received in 2007/08)
- New venues for collection days – Waitrose, Harrow Weald and Debenhams
- Three student volunteers having lunch with Prince Charles organised through Harrow Trans-Age/Age Concern

OFFICER COMMENT:

A monitoring meeting was held on 31st May 2007 and the officer reported that all records, policies and procedures were well maintained. However, it was recommended that the organisation carry out CRB checks on all volunteers (not just students) as they have access to personal details of users.

Report produced by Charlotte Clark, Senior Grants Officer

7. **NAME OF ORGANISATION:** HARROW SPORTS COUNCIL

FUNDING RECEIVED IN 2006/07: £27,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Under the terms of the service level agreement with the Council, the organisation's aims and objectives are to:

- Assist with the dissemination of information on sports facilities and opportunities for participation;
- Maintain an up-to-date record of sporting organisations within the Borough;
- Assist the Borough in the preparation for the London Youth Games;
- Provide a framework for networking and communication across the sector;
- Promote sports equity within the Harrow Sports Council membership and across the voluntary sports sector in Harrow.

The organisation provides grants to local voluntary sports clubs and individuals and for local sports development initiatives.

In partnership with the Council's Sports and Leisure Team and Achievement and Inclusion Services, the organisation assists with the development and administration of Borough representative teams and meets associated costs including transportation costs for the following events:

- London Mini Marathon
- London/Regional games for people with learning disabilities*
- London Inter Borough Swimming Championships
- London 50+ Sporting Challenge*
- London Youth Games (associated costs not applicable)

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*These events did not take place in 2006/07.

HSC also secures entry for Borough teams for the London Inter-Borough Swimming Championships through payment of annual entry fees.

The funding of £27,000 received in 2006/07 was used mainly to fund local clubs and individuals, costs associated with inter-borough events, coaching for London Youth Games events and room hire and affiliation fees.

During 2006/07 9 clubs and 9 individuals were awarded grants totalling £22,875. The clubs are detailed below:

Harrow Athletics Club - £8,000
Harrow School Sports Association - £1,000
Eagles Sports Club - £400
Harrow Squash Club - £300
Harrow Basketball Club - £1,000
Harrow & Wealdstone Swimming Club - £8,000
Survive and Save Club - £1,000
Jetstream Club Triathlon - £500
Harrow Rugby Club - £500

Under the terms of the service level agreement for 2006/07, HSC were given the following targets:

- Increase membership to 25 – there were 13 members in 2006/07 and another 4 have joined in 2007/08 so far.
- Produce information booklet – the information has been collated but not yet printed.
- Set up website – in the process of being developed.
- Participate in presentations at the AGM by organisations seeking funding – this was achieved.
- Grants to be awarded at 2 Executive meetings in July 2006 and January 2007 – this was achieved.
- Establish Harrow Sports Council Sports Awards Presentation Evening – HSC will now contribute to a joint Sports Awards Event to be co-ordinated by Harrow Council.
- Members of Executive Committee to attend the AGMs and other meetings of those clubs who had been successful with their grant applications – this was achieved for 2 groups.

OFFICER COMMENT:

A monitoring meeting was held on 1st June and another meeting was held on 11th October to follow up on a number of issues that had arisen from the first meeting. On request from officers, Harrow Sports Council has now adopted a scoring and evaluation procedure for assessing grant applications and has amended the grant application form to ensure that groups provide all necessary information and that certain systems are in place before applications are considered. The Council's Sports and Leisure Department will continue to work closely with the organisation to ensure that its targets are realistic and achievable.

Report produced by Charlotte Clark, Senior Grants Officer

8. **NAME OF ORGANISATION:** HARROW WEALD COMMON CONSERVATORS

FUNDING RECEIVED IN 2006/07: £30,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

In accordance with the terms of the Metropolitan Commons (Harrow Weald) Supplemental Act 1899 "Harrow Weald Common is to be regulated and managed by a body of Conservators". The Conservators have a statutory responsibility for preserving and maintaining the Common, preventing any form of encroachment or enclosure and ensuring that the by-laws to conserve and protect the area and maintain public order are adhered to.

The services provided by HWCC are as follows:

- Maintenance of Harrow Weald Common, keeping all areas free of rubbish and litter;
- Stream clearance, footpath maintenance, and clearance of undergrowth;
- Maintenance of trees and shrubs and reinforcement of perimeter hedges and fences;
- Maintenance of natural trail, footpaths and bridleway, way marking, sign-posting and notices;
- Patrol of areas including all elements of customer care towards users of the Common and Open Space;
- Enforcement of by-laws for the protection of Harrow Weald Common;
- Daily clearance of rubbish and litter from the View Point, Old Redding, in addition to the Council's own service;
- Patrol Grimsdyke Open Space including Weald Wood and keep it free of rubbish and litter, and advise the Council when bulky items need removal or tree works are needed.

The grant of £30,000 from Harrow Council is for a contribution towards the salary of the Ranger, payment of honorarium and expenses to the Clerk, and to meet administrative costs and other running expenses.

The Common is an open space; therefore no records of users are kept. The annual inspection of the Common by a team, which includes an officer from the Grants Unit, the Warden, Clerk, another Board member, and an officer from Parks Services, aims to ensure that the upkeep of the Common is maintained in accordance with the conditions outlined in their service level agreement.

HWCC are hoping to register with the Charity Commission as "Friends of Harrow Weald Conservators".

OFFICER COMMENT:

A monitoring meeting was held on 14th May 2007 with the Secretary of the Conservators. On the retirement of the Warden, the Board were exploring ways of maintaining the Common more effectively. The officer was informed that they are currently in discussion with the Parks Services to outline a proposal as to how the Common can be maintained in the future. The manager of this directorate will provide the overall costing for all the work that needs to be carried out, i.e. clearing the ditches, clearing the leaves in autumn, path clearance, fencing, management of trees, holly, etc. This work will be carried out under service level agreement arrangements with HWCC. The Conservators are also exploring other projects such as disabled access, nature trail, notice boards, and replacement of benches.

Report produced by Parveen Vasdev, Principal Grants Officer.

Grant Monitoring 0607 – P. Vasdev Oct 2007

9. **NAME OF ORGANISATION:** HARROW WOMEN'S CENTRE

FUNDING RECEIVED IN 2006/07: £56,891

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Harrow Women's Centre offers a safe, welcoming space in the London Borough of Harrow for women to come together and receive support, information and advice about any issue.

The organisation provides the following services:

- Drop-In, Information, support and advice service (17 hours per week) available on Monday, Wednesday and Friday between 10am and 3pm, and Saturday between 10am and 12 noon. This service covers a wide range of subjects, including relationship breakdown, welfare rights, domestic violence, housing, employment, debt and immigration. Referrals are mainly self-referrals or from the police, Harrow Council, CAB and GPs;
- Counselling service (40 hours per week). Appointments are offered Monday to Friday between 9am and 9pm, and Saturday between 9am and 12.30pm;
- Free Legal Advice Service (1 hour a week). 15-minute legal advice sessions provided by trained solicitors (Family Law) on Wednesdays between 2pm and 3pm. Relationship breakdown and child custody issues are the main problems for which women are seeking advice;
- Domestic Violence Outreach Service (2 hours per week). Drop-In service offered by Women's Aid at the Centre on Wednesdays between 12 noon and 2pm;
- Older Women's Group (2 hours per week). This Group is for women over the age of 50, and meets every Friday from 10am to 12 noon;
- Complementary Therapies (8 hours per week). Treatments of a wide range of therapies including aromatherapy, reiki, kinesiology, and Indian head massage are provided by trained therapists on Friday and Saturday from 12.30 to 4.30pm

The organisation provides the above services to women users at regular set times each week for no less than 46 weeks a year.

Funding of £56,891 received in 2006/07 covers the Centre Manager's salary, staff training, rent and running costs of the Centre.

In accordance with the requirements of the Service Level Agreement, HWC recorded the following information for the period April 2006 to March 2007 (targets are shown in brackets):

No. of personal visits:	483 plus an average of 8 women attending the Older Women's Group each week, therefore 368 extra visits in a year (target: 400).
No. of telephone calls:	1,956 (target: 1,500).
No. of women receiving counselling	87* (target: 100).
No. of Domestic Violence enquiries	57** plus 133 callers/visitors referred directly to Women's Aid = 190 (target: 100).

No. of counselling enquiries	338 (target: 150).
No. of counselling attendances	1,360 (target: 700).
No. of advocacy cases	187 (target: 100).

** Space in the building restricts the number of women who can be seen for counselling at any one time and counselling at the centre is open-ended so clients can continue to attend for as long as they deem it to be useful. While the efficacy of the counselling relationship is constantly monitored to ensure it continues to be productive, this means that it is not possible to guarantee the number of women who will receive counselling in any given period of time.*

*** Because of the close working relationship between Hestia Women's Aid and the Women's Centre, clients who are experiencing domestic violence are referred on directly to their outreach worker where possible to speed up the possibility of accessing emergency accommodation.*

HWC also co-ordinated the planning committee for events to commemorate International Women's Day, and hosted 2 events. Celebrations in Harrow this year included:

- A series of performances at St. George's Shopping Centre on 3rd March hosted by HWC. This year's performers were Asia, Whitethorn Women's Morris Dancers, Harrow Youth Gospel Choir, Bearfoot School of Performing Arts and Flash Angels. There was also a stall giving out balloons and information on services for women in Harrow;
- On 8th March, the WISH Centre hosted a Women's Forum meeting with speakers and discussion groups on topics including counselling and climbing Mt Kilimanjaro at the Civic Centre;
- HWC Older Women's Group had an open day including food and speakers at HWC on 9th March;
- A conference hosted by the Somali Family Support Group with inspirational speakers and an international buffet on 10th March;
- Two showings of films about inspirational women from Tongues on Fire on 15th March and 23rd March;
- A social evening including food and dance by the Jaago Punjabi Women's Group on 16th March;
- A Trade Fair for women entrepreneurs organised by Harrow in Business/The Women's Connection on 31st March.

OFFICER COMMENT:

A monitoring meeting was held with the Harrow Women's Centre on 29th June 2007. The officer reported that all records, policies and procedures are well maintained, and the organisation continues to provide a good quality of service.

Report produced by Parveen Vasdev, Principal Grants Officer.

10. NAME OF ORGANISATION: IGNITE TRUST

FUNDING RECEIVED IN 2006/07: £10,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The Council's funding was used to fund the Club 2000 Compact Club programme. The Compact Club seeks to involve disaffected and disengaging young people, often with Special Educational Needs, in a nationally accredited learning programme that helps them develop a number of key skills. Through a series of assessed 'challenges', the young people develop skills in communication, working with others, information technology, numeracy, problem solving and improving their ability to learn. Ignite youth workers work alongside school staff and offer a number of training courses so that the programme can eventually be run directly by the schools themselves should they choose to do so. The Compact Club replaces one GCSE in the student's curriculum and an Ignite tutor works alongside a teacher from the school to lead the programme.

Some of the young people Ignite work with who are at risk of exclusion find the school environment difficult so Ignite have set up a 'girl's group' where they run the same project as above but with girls selected from different high schools in a venue outside of school with 2 youth workers.

Other projects and programmes that Ignite run include:

Elevate Academy – A service for targeted vulnerable young people, especially those from disadvantaged backgrounds, to help them develop as individuals and to learn new skills. As confidence and abilities develop through dance, life skills sessions and one-to-one mentoring and family work, trained youth workers are then able to support and mentor on an individual basis, thus providing a level of extremely effective support to many of the most vulnerable young people in our society.

Elevate Hype – An 'open' dance project where young people can 'turn up' and take part. Elevate Hype specialises in using dance as a tool to build self-esteem. It gives young people an opportunity to get into the new forms of dance that have been taking the UK by storm.

Elevate Schools – This is a project designed for Harrow Schools where they can choose whether they want dance lessons in curriculum or after-school sessions exploring urban dance.

Drugs Roadshow in Schools - Relays a serious message on issues of drug abuse expressed through an urban drama with rapping and break dance. This is followed by Drug Education lessons using drug boxes (replica drugs). Ignite have also delivered drug awareness sessions for teachers and workshops for small groups of vulnerable young people.

Peer mentoring – This year Ignite have trained and supported a group of young people in drug awareness as peer educators and mentors.

Romance Academy - A group of 12 teenagers were challenged to take a pledge of abstinence for 15 weeks and during that time they committed to joining a group where they thought about and examined their views on sex, relationships and life. The original programme was broadcast on BBC2 last year and a subsequent programme has now taken place.

Expression - Expression is for 15-25 year olds and meets once a week to provide a social setting for young people to learn to enjoy different activities together including life skills and tackling issues that young people in youth culture are facing today – drugs and alcohol, sexual health, love languages, self esteem and so on. There is also the opportunity, for those

that wish to do so, to find out about the Christian faith. Many people of different faiths attend Expression and this section is purely optional.

Cooking Courses for young mums (13-19) and vulnerable and at risk young people.

Ignite is running this project as a pilot. Many of the young people who have recently been kicked out of home or whose parents have, for whatever reason, been less able to care for them and younger siblings, or who have recently become young parents themselves have expressed a need and desire to be taught to cook healthy meals. During the sessions the young people have to budget for ingredients, prepare fresh food, learn to use appropriate cooking utensils, learn about healthy eating, learn about food from different cultures, prepare a meal, eat together and evaluate each others' food and ensure the kitchen is left hygienically clean.

Events Group - Groups are set up to discuss and organise events including Awards Ceremonies, Paint-balling, Weekends Away, Film Nights, Baby Showers, etc.

Ignite Trust is an Investors In People accredited organisation.

OFFICER COMMENT:

A monitoring meeting was held on 17th May 2007 and the officer reported that all records, policies and procedures were well maintained.

Report produced by Charlotte Clark, Senior Grants Officer

11. **NAME OF ORGANISATION:** RELATE LONDON NORTH WEST

FUNDING RECEIVED IN 2006/07: £23,185

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Relate London North West provides services to people from 4 boroughs, Brent, Ealing, Harrow and Hillingdon. Backed by training, standards and quality control of Relate Central, the national charity, Relate London North West is an autonomous charity with its own staff, trained volunteers and voluntary management committee and is responsible for its own finances and fundraising. Services are available in Harrow 9am–10pm Monday-Friday and 9am–2pm on Saturday. Services provided include Consultation with a Counsellor, Relationship Counselling, Psychosexual Therapy, Family Mediation, Family Mediation (referred by Court Welfare), Education and Training programmes, Family Counselling and the Homeless Housing Mediation Scheme.

Harrow Council funds the following services that take place in Harrow (services that take place in Brent, Ealing and Hillingdon are funded from other sources):

Consultation with a Counsellor –Harrow Council main grant*

Relationship Counselling – Harrow Council main grant*

Psychosexual Therapy – Harrow Council main grant*

Recruitment of new counsellors – Harrow Council main grant*

Professional development training – Harrow Council main grant*

Homeless Housing Mediation Scheme –funded through Harrow Council Housing Services

*Partly funded from Harrow Council main grant - other funding comes from client contributions and fundraising.

Relate LNW has PQASSO and also the Community Legal Service Commission Quality Mark for mediation work (this service is not funded by Harrow). They also comply with the British Association for Counselling and Psychotherapy Code of Ethics.

Relate LNW consider their key achievements to be:

- To have broken even despite financial pressures
- To continue to see a far higher number of clients who are unable to contribute to services and that are not covered by the funding received
- To continue to offer family counselling service, with increased clients, even though no core funding has been received
- To start a new service of therapeutic mediation to homeless people.

The following statistics were recorded for 2006/07 (Harrow clients):

No. of counselling sessions offered to Harrow residents	1,391	(Target 690)
No. of initial consultations offered	288	(Target 178)
No. of psychosexual therapy hours offered to Harrow residents	140	(Target 38)
No. of Family Mediation sessions offered to Harrow residents (non-court)	487	(Target 25)
% who reached a voluntary agreement	61%	
No. of Family Mediation sessions offered to Harrow Residents (referred by the courts)	130	(Target 20)
% who reached a voluntary agreement	53%	
No. of new counsellors recruited from Harrow – info unavailable at present		(Target 1)
No. of Harrow residents participating in workshops/training	19	(Target 10)
No. of training sessions held in schools/youth clubs	2	(Target 2)

OFFICER COMMENT:

A monitoring meeting was held on 22nd May 2007 and the officer reported that all records, policies and procedures were well maintained. Once again, Officers are impressed with Relate LNW's ability to far exceed their targets and to continue to see clients that are unable to make little or no contribution to the service they receive, despite receiving less funding overall.

Report produced by Charlotte Clark, Senior Grants Officer

12. NAME OF ORGANISATION: VICTIM SUPPORT HARROW

FUNDING RECEIVED IN 2006/07: £16,129

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Victim Support Harrow is affiliated to the National Association of Victim Support Schemes (NAVSS), which ensures that its affiliated members comply with the Code of Practice. NAVSS allocates, distributes and monitors Home Office funding for local schemes.

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The organisation provides a core service to all victims – aim is to contact every person who refers (whether self referral or via the police) within 1-4 days, with details of the service, and support is offered. This includes specialist support to victims of domestic violence; hate crime; rape and sexual assault; young people (from 5years old); families of murder victims.

Victim Support Harrow provides:

- Support in claiming criminal injuries compensation;
- Support throughout the whole court process
- Emotional support
- Practical support where applicable
- Assistance with information from the police
- Advice regarding referral to other agencies.

All support is provided by specialised staff (inc a dedicated Children's Worker, and dedicated Specialist Crime Case-Worker), or by specialist volunteers.

The office is open Mon-Fri, 9am-5pm. Volunteers arrange to meet victims to suit the victim – can be during the day, evening or weekends, at their office, their home (if appropriate) or a neutral venue. Provision of a drop-in service one day per week at Northwick Park Hospital, one day per week at the Community Premises, and two days per week in local schools.

An additional service is run in the Court whereby victims and witnesses are supported throughout the whole court experience. This entails offering a pre-trial visit and one-to-one support on the day of trial.

The funding provided by the Council goes towards the expense of maintaining the core service both in the community and in the court as described above. This also covers the recruitment, training and supervision of a team of volunteers.

The organisation's achievements during 2006/07 were as follows:

- Offered support to in excess of 7800 victims of crime and witness.
- Underwent a thorough independent inspection of their service, giving a clear direction for developing the service.
- Started the recruitment process for a new member of staff to work specifically with victims of specialist crimes, focussing on domestic violence.
- Recruited new trustees onto the Management Committee, thus widening the skill and knowledge base.
- Increased their effort to raise their own funding to provide a 'victim fund', so they can make small donations to clients where necessary.
- Continued to be represented on various forums – DV. MAF, SHMG, LCJB, MARAC.
- Provided outreach services at Northwick Park Hospital, and a drop-in for BME DV clients.
- Provided outreach services in several schools, including drop-ins, one-to-one support for pupils, and workshops on crime and bullying.

Victim Support Harrow has exceeded the targets for 2006/07 (as outlined in the service specification):

- Number of victims of crime supported - 7,878 (Target 4,000 – 5,000);
- Number of witnesses supported in court - 603 (Target 500);
- Number of Harrow victims referred to other Victim Support schemes in the UK - 930 (Target 700 – 800);
- Breakdown of ethnicity profile data - 52% referrals from the ethnic groups and 48% from British and other white (Target 50% from local BMER communities);
- Number of volunteers/outreach workers retained and recruited - 22 (Target 20);

OFFICER COMMENT:

A recent independent inspection of their service gave an overall view of their strengths, and areas for development. VSH were rated in the top category ('green') for 'customer results', based on a variety of information including interviews with clients, a review of all their surveys from recent years, and figures from referrals and number of contacts with clients. A monitoring meeting was held with the organisation on 1st June 2007 at their premises in Rosslyn Crescent, Harrow. The organisation is in the process of undergoing a major period of change. The structure until now has been a federation of charities with a National Office coordinating its work. The aim is to create a single Victim Support charity, which will benefit from greater focus, improve efficiency, shared systems (including finance, HR and management data) and new and improved management and accountability systems. VSH anticipate that they will formally merge with the single organisation around March or April 2008. The officer noted no concerns regarding the level and quality of VSH's services.

Report produced by Parveen Vasdev, Principal Grants Officer.

13. NAME OF ORGANISATION: WELLDON ACTIVITY GROUP

FUNDING RECEIVED IN 2006/07: £22,150

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The Welldon Activity Group provides a day care service to meet the needs of the local community by providing a safe and happy environment to adults with a learning disability.

The organisation received funding of £22,150 in 2006/07 in the form of a service level agreement. This agreement provides for a day care service for 8 clients from Harrow via People First for 4 days per week for 48 weeks of the year for each client. This amounts to £14.42 per day per client. Overall, there are currently 40 clients using the service, which is open 5 days a week. Some of these clients are from residential care homes and private clients, for which fees are paid directly from the individual/carer. The organisation also has clients from other boroughs such as Brent, Hillingdon, and Barnet, as there are no other services of its kind in their particular area.

Activities include discussion groups, music therapy, arts and crafts (including painting, sewing, drawing), cooking, hand and nail care, pottery and clay making, maths, spelling,

numeracy and literacy. There is a computer suite where clients can use a computer, printer and scanner and receive training from staff and volunteers.

Achievements in 2006.07:

- Organised 8 fundraising events resulting in receipts of £1,592. These included coffee mornings, bridge evening, golf auction, cut flower sales, carol singing, jumble sale, bric-a-brac, disco evenings and May Fayre.
- 6 presentations were made during the year to other interested organisations;
- One additional company now using our mail-shot facility;
- Client daily attendance increased by 8% this year;
- Received 3 major awards totalling £9,775;
- 6 new clients joined in 2006, however this number was offset by deaths and clients moving away from the district;
- Continued to see a very encouraging sign of their current clients increasing the number of days they attend the Centre. The Organisation believes this is primarily due to the increase in the activities they have introduced over the past 2 years (e.g. pottery, clay-modelling, hand care, and the allotment), and the diligence and patience of their staff in encouraging their clients to meet new challenges;
- No complaints have been received from referring agencies, clients or carers.

OFFICER COMMENT:

A monitoring meeting was held with Welldon Activity Group on 25th May 2007. The officer reported that all records, policies and procedures were well maintained, and there were no concerns with the quality of the service.

Report produced by Parveen Vasdev, Principal Grants Officer.

14. **NAME OF ORGANISATION:** WOMEN'S AID HARROW

FUNDING RECEIVED IN 2006/07: £30,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The WAH refuge provides temporary emergency accommodation to women and their children (if they have any) living in any part of the United Kingdom. The refuge is based in the borough of Harrow and is safe accommodation for up to 6 women and 13 children at any one time for a tenancy of up to 4 months. The refuge has two full time workers, funded by Supporting People and other income.

WAH, in partnership with Pioneer Women's Housing Association, provides a second-stage housing service, which consists of 6 self-contained flats where women and children are housed for a period of up to 2 years. Residents are provided with ongoing support in view of them becoming re-settled into the community. Many of the residents have come straight from the WAH refuge. The women are supported by a part-time Floating Support worker, funded by Supporting People.

WAH Outreach Service is a community-based service, based at Harrow Women's Centre, and is a crisis-led service but also provides ongoing support for women and children who are
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experiencing or have experienced domestic violence. There is one full-time Outreach Worker, funded by the Council's main grant. A referral system is in place, whereby a professional or a woman can refer herself to the Service. Satellite drop-ins can take place around the borough where women can meet with the outreach worker to discuss their issues and receive information and support. A weekly drop-in session takes place at Harrow Women's Centre. Support given includes advocacy, counselling and advice on a variety of issues including housing, benefits, education. Training is also provided by the Outreach Service to local agencies.

The WAH resettlement service became operational in February 2007, it is a 6 month pilot project. The aim of this service is to support women survivors of domestic violence who have moved in the borough of Harrow or who are already living in the borough. The women are supported with their personal development and empowerment in making their own decisions. The resettlement service is provided either on the phone or through support visits for women as and when required. The service is delivered by a full-time resettlement worker will work with up to ten clients at one time, depending on the level of support required. This is funded by Supporting People.

From April 2006 to March 2007, 422 women and 435 children received support from the Outreach Service (target was a total of 500). 1219 new calls for support were answered, an average of 5 new calls per day. New record keeping systems implemented in July 2006 do not record the existing clients that were given support, only new clients, and therefore these figures are anticipated to be higher. A full report by the Outreach Service for 2006/07 has been provided.

On 1st April 2007, Women's Aid Harrow merged with Hestia Housing and Support. Hestia Housing and Support is a registered charity that was established in 1970 and provides accommodation and care/support service for people with mental health problems, people with HIV/AIDS, people on bail, probation and license, homeless people, and women fleeing domestic violence. It works in partnership with a range of housing providers and provide services across the Greater London area.

In April 2007, Women's Aid Harrow joined the Hestia Women's Aid Group which consists of nine refuges, including children and families services at each refuge, 2 Outreach projects, 5 floating support services and a Young Parents Floating Support (YPFS) Service. These services exist across five boroughs. By joining forces with other Hestia Women's Aid agencies, Hestia Women's Aid Harrow anticipates to strengthen its capacities and sustain its domestic violence services in Harrow.

OFFICER COMMENT:

A monitoring meeting was held on 8th June 2007 and the officer reported that all records, policies and procedures were well maintained.

Report produced by Charlotte Clark, Senior Grants Officer

Organisations in receipt of funding over £5,000 and below £10,000

1. **NAME OF ORGANISATION:** ADHD SUPPORT GROUP HARROW

FUNDING RECEIVED IN 2006/07: £8,319

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The ADHD Support Group aims to provide support, information, respite and parenting education to all parents, carers and sufferers of Attention Deficit Hyperactivity Disorder and related conditions within the London Borough of Harrow. A number of services are provided including:

- Twice weekly coffee mornings to allow parents to meet others in similar situations
- A lending library with books/ videos from all aspects of the condition and the related co-morbid conditions.
- Childcare/parenting courses to help parents deal with the challenging behaviour brought on by the condition of ADHD and other co-morbid conditions.
- Anger management courses for children and teenagers designed to support those with ADHD and explore the emotion of anger.
- Anger management/massage and art therapy for children and parents
- Drama therapy for 5-13 year olds who are struggling with social interaction and an understanding of how to deal with their frustrations and anger.
- A weekly drop-in surgery offering advice and help with issues such as filling in forms and helping with letters regarding a child's education.
- One to one support 3 times a week by appointment for regular parents/carers established within the support group
- A telephone helpline 4 evenings a week, run in partnership with 2 other organisations, to support parents who may need advice or strategies at what can be a very difficult time of the day.
- Evening support meetings every 2-3 months
- An adult support group for all adults who may be affected in any way by ADHD, whether diagnosed or suffering unknown. During 2006/07, this group has grown and has had calls from all over the UK as it is the only group available to adult sufferers. During 2006/07, 28 adults attended the sessions and a further 18 made enquiries.
- Monthly clinic appointments with CAMHS and Northwick Park Hospital meeting families and supporting consultants (it is likely that this project will be extended in the coming months and the Group will become involved with the pre-diagnosis procedure).

The funding from the main Council grant pays for the Project Manager's salary only, it does not fund any of the services. The Project Manager co-ordinates and runs the majority of the services mentioned above.

The number of users of the service increased from 340 in 2005/06 to 401 in 2006/07.

OFFICER COMMENT:

A monitoring meeting was held with the ADHD Support Group on 29th May 2007 and the officer reported that all records, policies and procedures were well maintained, and there were no concerns noted. Officers continue to be impressed with the services this Group provides. The Group is the only service in Harrow that offers support, information, respite and training to sufferers and carers of people affected by ADHD and partnership working enables the group to provide a service that is unique to the country, which has been highlighted by ADDISS (Attention Deficit Disorder Information and Support Services).

Report produced by Charlotte Clark, Senior Grants Officer

2. **NAME OF ORGANISATION:** COMMUNITY LINK UP

FUNDING RECEIVED IN 2006/07: £5,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Community Link Up is a local charity, set up in 1981, which supports adults and children with learning disabilities in the Borough through several different projects, e.g. education and vocational training, Link Up clubs and activities, and friendship with volunteers. All of their projects strive to empower users to make their own choices, develop their own projects and enterprises whilst relying less on others.

Examples of projects run by Community Link Up are listed below:

- **Inclusions Project:** - tailor made support packages to cater for service users educational and vocational needs. The project also acts as a valuable signposting service introducing people to other support services such as education, advocacy, benefits advice, employment and training. This project operates Monday to Friday from 9am to 5pm plus out of hours as necessary. Funded by City Parochial Foundation and John Lyon's Charity. This project is for adults over the age of 25 years. Number of people supported in 2006/07 - 17;
- **Junior 1:1 Club:** - operates monthly on Thursdays from 6.30pm to 8pm at St. Andrew's Church hall in Rayners Lane for children aged 5-15 years. Activities include dance workshops, story telling, music workshops, arts and crafts, etc. They also organise various outings throughout the year, e.g. Whipsnade Zoo and Hollywood Bowl. Funded by BBC Children in Need and Help a London Child. The past few months have seen a large increase in membership and many new friendships have evolved. Some of the children have also joined ASIA dance classes (another of the Link Up projects). Working in partnership brings its advantages as they have had GEMS Music Club and ASIA (Academy of South Indian Arts) becoming more involved and making

plans to enhance their appeal to more children in the Borough. Number of young people supported in 2006/07 – between 20-25;

- Senior 1:1 Club: - operates monthly on Fridays from 7pm to 9.30pm at St. John Fisher Church hall in North Harrow for people aged 18 years and above. They organise various outings and social activities. Number of users in 2006/07 – between 100-120;
- Integrated social activities at various community locations throughout the year ranging from 2 hours to whole days such as barbeques, integrated church services, religious festival events (Eid, Diwali, Christmas). Number of users in 2006/07 – approximately 70;
- Individual friendships for people with learning disabilities any time any day to suit individuals. Approximate number of friendships in 2006/07 - 12;
- Group friendship activities for people with learning disabilities. Usually monthly but can be any time according to group decisions. Duration and venue variable. May take place at home such as a party or social get together or an outing;
- Transitions Project: - includes training and placement matching for young people aged 16 to 25 years arranged on an individual basis any time any place. This project benefits 20 clients. Funded by Big Lottery;
- Circles Project: - for people at day centres at the Red Brick Café and Choices for All. Activities based on person-centred planning. This is a one-off pilot project benefiting up to 10 clients;
- Changes Night Club: - take place every 2 months between 7pm to 10.30pm on Wednesdays at the Kodak Sports and Social Club called Zoom Leisure (formerly Eastman's Hall). Also supports the Management Group of people with learning disabilities at HAVS and Healthy Living Centre in their planning meetings. This project has gone from strength to strength, and celebrated their 3rd anniversary on 7th June 2006. The reputation of the nightclub is spreading, with the Changes team performing a number of outside gigs and presentations. One of the presentations was given at the Harrow Civic Centre as part of the European Disability Awareness week, and another given at the Royal National Orthopaedic Hospital in Stanmore;
- Training and awareness events are held at various times and places, usually about 6 per year.

OFFICER COMMENT:

A monitoring meeting was held with Community Link Up on 29th May 2007. The officer noted that issues arising out of the previous monitoring meeting last year had been addressed, specifically in relation to health and safety matters. Community Link Up continues to provide much valued services to adults and children with learning disabilities in the Borough through their varied activities. The officer therefore recorded no concerns regarding the quality of their services and activities.

Report produced by Parveen Vasdev, Principal Grants Officer.

3. NAME OF ORGANISATION: HARROW AFRICAN CARIBBEAN ASSOCIATION

FUNDING RECEIVED IN 2006/07: £6,600

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The Organisation provides a meeting place for the elderly members of the African-Caribbean community so that they do not become isolated in their homes. There are health benefits arising from the various social events and day trips throughout the year.

Services and activities are shown in the table below:-

Services/Activities	Frequency	Times of Operation	Venue
Day Centre for elderly People including lunch, keep-fit, craft, games, speakers on Health and Safety, and day trips.	Weekly every Friday	11.00am to 4.00pm	Methodist Church Hall, Wealdstone
Dance School for children age 5-18	Weekly every Tuesday	6.30pm to 7.30pm	Holy Trinity Church Hall, Wealdstone.
General Meetings with speakers on relevant topics, e.g. – Deven Pillay – speaker from Harrow Mencap Dr Jeune Gershaud (Psychologist) – speaker on Black Father’s Research Fire Brigade on Home Safety	Every 2 months	7.30pm to 9.30pm Sat 3 rd June 2006 Sat 9 th Sept 2006 Sat 17 th March 2007	Methodist Church Hall, Wealdstone
Social Events:- Christmas Lunch Spring Ball – Grimsdyke Golf Club	 Fri 8 th Dec 2006 Sat 26 th May 2007	 12 noon to 2.00pm 7.00pm to 12 midnight	 Methodist Church Hall, Wealdstone Grimsdyke Golf Club, Oxhey Lane, Hatch End
Computer Training	2-hourly Tuesdays	10.00am to 12.00 noon	Community Premises, 27 Northolt Road, South Harrow
Help Desk	Twice weekly – Tues and Thurs	10.00am to 1.00pm	Community Premises, 27 Northolt Road, South Harrow

Funding of £6,600 from the Council is for the Day Centre activities. The Organisation does not receive any funding from Directorates.

There is a charge of £3.00 for a 2-course lunch and afternoon tea and biscuits. Money collected from service users for activities and lunch is entered into a cash book and used to purchase ingredients for the following week's lunch and to pay the expenses of the volunteer cook and the activities organiser.

In 2006/07, HACAS delivered the following outputs:

Monitoring & Outputs	HACAS ANNUAL TARGET	OUTPUT
Number of day centre sessions provided	48	48
Average number of users attending each session	25-30	Average is 25
Number of new clients attracted during the year	8	8
Average number of volunteers available to run activities	3-5 per session	3 per session
Number of outings	4	4 – seaside venues

OFFICER COMMENT:

A monitoring meeting was held with HACAS on 7th June 2007 at the Community Premises in Northolt Road. Although the day centre where the activities take place has not been visited, the officer is satisfied from sample feedback questionnaires viewed at the meeting, that the organisation provides a good standard of service to their members. The officer also reported that all records, policies and procedures continue to be well maintained. HACAS have been advised to ensure that all their volunteers undergo the appropriate checks under the Protection of Vulnerable Adults procedures.

Report produced by Parveen Vasdev, Principal Grants Officer.

4. **NAME OF ORGANISATION:** HARROW AGENDA 21 ENVIRONMENTAL FORUM

FUNDING RECEIVED IN 2006/07: £5,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Harrow Agenda 21 aims to make Harrow a more environmentally sustainable place to live, work and visit. They hope to do this by influencing Harrow Council to introduce more sustainable policies and procedures, by encouraging and informing residents to adopt more sustainable lifestyles, through direct contact, and through schools, community groups and employers.

The Organisation has been able to support 5 Action Groups – Transport and Air Pollution, Waste Management and Recycling (and Energy), Planning, Ethical Consumer and Education.. HA21 have held events for members organising speaker evenings and social gatherings to allow members to share volunteering experiences. Members receive a bi-monthly newsletter, which brings news of events, volunteering opportunities and project and campaign progress news. Members have opportunities to get involved in community

environment activities. Conservation and allotment workdays are examples of these opportunities.

Funding of £5,000 paid to the Organisation by the Council in 2006/07 is for running costs. These costs include promoting, recruiting, managing and training volunteers, running consultation events, project costs, communicating the results of these projects to the public, Council Members and Officers, and networking with other local organisations to provide community cohesion.

OFFICER COMMENT:

A monitoring meeting was held with HA21 on 21st June 2007. Some quantitative outcomes to justify the funding of £5,000 paid to the organisation in 2006/07 were requested by the officer. However, HA21 have stated that due to the nature of their services, the information requested is difficult to quantify, even though they know their participative value, but substantiation is awkward. The officer will work closely with the organisation to set some realistic targets and achievable outcomes for monitoring of their services in future years.

Report produced by Parveen Vasdev, Principal Grants Officer.

5. **NAME OF ORGANISATION:** HARROW BEREAVEMENT CARE

FUNDING RECEIVED IN 2006/07: £7,181

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The aims of Harrow Bereavement Care are to relieve the suffering and distress caused by bereavement among the inhabitants of the London Borough and Deanery of Harrow and the surrounding area, in particular, but not exclusively by:

- Offering support through the process of grieving.
- Raising public awareness of the need for effective bereavement support to be available in the community
- Training and supervising suitable volunteers in visiting and listening skills for working with the bereaved (whether in their house or in other appropriate places).
- Expanding the services that are offered to support bereaved children
- Co-operating with and offering training to other agencies engaged in similar work.

There are currently 20 groups that operate the bereavement scheme to meet the diverse needs of the borough. The groups include Christian, Jewish, Muslim and non-faith groups, which have volunteers that visit the bereaved in their own homes and/or provide telephone support and a drop-in service. A conference is held annually and focuses on a different topic each year.

The organisation received 754 referrals during 2006/07. The office is open for 4 hours Mondays and Fridays and 7 hours on Wednesdays. People are visited at times convenient to them and to the visitors.

The grant of £7,181 from Harrow Council was used for the salary costs of the part-time Office Manager, a contribution to running costs and rent.

OFFICER COMMENT:

A monitoring visit was carried out on 6th June 2007 and the officer reported that all records, policies and procedures were well maintained. However, concern was raised over the fact that whilst all volunteers who visit children have enhanced CRB checks carried out, other volunteer visitors do not. The organisation was strongly advised that CRB checks should be carried out for all volunteer visitors as they are usually visiting bereaved people on a one-to-one basis in their own homes. This could make the person extremely vulnerable, especially if they have lost their spouse/partner and are now living on their own. The organisation has responded to this advice and are of the opinion that “nobody within the Diocese, including clergy, befrienders of ex-offenders with drug or alcohol addictions, qualifies for a check under the current legislation”. The officer has discussed this issue with the Council’s Safeguarding Adults Co-ordinator and Legal Services. The advice given by both is very unclear, given that the organisation has made reference to the legislation and the definition of a vulnerable adult, which refers to “reduced capacity”. The officer will continue to seek further clarification regarding this matter.

Report produced by Charlotte Clark, Senior Grants Officer

6. **NAME OF ORGANISATION:** HARROW HERITAGE TRUST

FUNDING RECEIVED IN 2006/07: £9,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The main objectives of the Harrow Heritage Trust are to secure the protection, preservation, restoration and improvement of the character and amenities of the London Borough of Harrow for the benefit and enjoyment of the public generally and especially the inhabitants of the Borough, and to promote the preservation of land and buildings of beauty or historic interest as well as areas of ecological or other scientific or environmental importance within the Borough and to promote schemes and awards to assist the attainment of these objectives.

Harrow Heritage Trust aims are:

- To promote awareness and responsibility for the environment through involving people in suggesting schemes, implementing them and rewarding achievement;
- To develop and implement environmental improvement schemes in local centres, residential and industrial areas;
- To improve the urban scene through street facelift schemes, cleaning facades, planting and the restoration of special features;
- To protect and enhance buildings of particular historical significance, for example Headstone Manor;
- To develop walks, trails or sites to provide access for the public to our natural environment;
- To promote public works of art in Harrow;
- To promote high quality design in new buildings and landscaping projects through the Harrow Heritage/Observer Award Scheme;

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- To provide published material which records and illustrates our heritage for use in schools and by the general public;
- To encourage ecological protection and the preservation of natural resources.

The funding received from the Council is used for:

Harrow Nature Conservation Forum – maintenance of the Borough’s open spaces
 Erection of plaques at places of historic interest
 Graffiti cleaning
 Architectural award scheme with the Harrow Observer
 Work with Young People
 Sundry donations to local projects

Harrow Heritage Trust also receives funding from the Council’s Capital Programme, which it uses to give heritage grants to local projects including historic buildings.

OFFICER COMMENT:

A monitoring meeting was held on 19th June 2007 and the officer reported that all records, policies and procedures were well maintained, and there were no concerns noted.

Report produced by Charlotte Clark, Senior Grants Officer

7. **NAME OF ORGANISATION:** HARROW IN EUROPE ASSOCIATION

FUNDING RECEIVED IN 2006/07: £5,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The aims of Harrow in Europe is to promote international friendship and understanding by strengthening the links formed by Harrow and Douai, stimulating and fostering mutual exchanges between the people of the 2 towns. The twinning activities provide an opportunity to involve people of all age levels and interests and should cut across boundaries, including political ones.

Please see below, details of the full work programme for 2006/07:

Date	Hosting/Sponsoring	Organisation	Date of Trip	Details of Trip
19-21/5/06	Hosting	Douai Triathletes	19-21/5/06	Hatch End Triathlon
15/5/06	Sponsoring	Nower Hill High School	12-17/10/06	Douai – Exchange
7-10/7/06	Annual Visit	Harrow in Europe	7-10/7/06	Fetes de Gayant
6/9/06	Sponsoring	Rooks Heath College	19-24/10/06	Educational – Berlin
9/9/06	Sponsoring	Ladies who Cook	9-10/9/06	Douai – Exchange
25/10/06	Sponsoring	Roxeth F&M School	30/4/06 – 4/5/06	Education – Normandy
11/11/06	Hosting	Douai Councillors	11-12/11/06	Remembrance Day
9/12/06	Christmas Brunch	Harrow in Europe	9/12/06	HiE Fundraising
3/2/07	Quiz Supper	Harrow in Europe	3/2/07	HiE Fundraising

6/2/07	Sponsoring	West Lodge Middle School	7/6/07	Educational – Paris
21/2/07	Sponsoring	Pinner & Distance Walking Group	29/9/07 – 6/10/07	Swanage with Douai Group
24/2/07	Sponsoring	Welldon Park Middle School	11-15/6/07	Rouen, Douai, WW2
27/2/07	Sponsoring	Nower Hill High School	8-9/6/07	WW1 Ypres & the Somme
3/3/07	Hosting	Douai Councillors	3/3/07	Civic Banquet
14/3/07	Sponsoring	Shaftesbury High School	21-26/5/07	Douai
22/3/07	Hosting	Water Engineer Students	21-22/3/07	Water Engineer Students

The following activity levels have been provided by HiE for 2006/07:

- Number of Harrow residents or organisations involved in twinning arrangements or exchanges -817 individuals;
- Number of sponsored visits by schools and other cultural and youth organisations to Europe - 6 schools (Nower Hill, Rooks Heath College, Roxeth F&M School, West Lodge Middle School, Welldon Park Middle School, and Shaftesbury High School);
- Number of hosting events organised - 4.

The Organisation attracted 2 new schools into their sponsorship programme (West Lodge and Roxeth).

HiE organised a visit by pupils from Harrow High and Nower Hill schools. They gave presentations about Harrow in French to the College Sainte Clotilde in Douai. Pupils from the French school in return gave illustrated talks about Douai in English.

Students from a school in Recklingshausen, Germany gave talks in French. This event has led to further links between the French and German schools and the Harrow and Stanmore colleges including correspondence between individual students.

HiE held a successful Christmas Brunch that highlighted some of the activities it supported throughout the year.

In October 2006, 28 students from Rooks Heath College visited Berlin accompanied by 4 teachers.

Organised a trip to Douai as part of Somali Family Support Group (return trip by the Somali women was cancelled at late notice due to half-term holidays).

Increased income from fundraising by 9%.

OFFICER COMMENT:

A monitoring meeting was held with Harrow in Europe on 7th June 2007. The officer reported that there were no concerns regarding the quality of their services, and acknowledges that their record keeping has greatly improved from previous years.

Report produced by Parveen Vasdev, Principal Grants Officer.

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8. **NAME OF ORGANISATION:** HARROW IRANIAN COMMUNITY ASSOCIATION

FUNDING RECEIVED IN 2006/07: £5,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

HICA is a voluntary organisation formed to assist Iranian refugees and asylum seekers with respect to settlement, health, education and integration into the mainstream of society in Britain. The main role of the organisation is to provide refugee assistance via a drop-in service at the Community Premises, which is available Monday-Friday. HICA provides translation and interpretation services to non-English – speaking Iranians. Some individuals are accompanied to various agencies (i.e. Benefits Agency, Hospitals, GPs) and others are visited in their own homes including visiting those that are housebound and acting as a go-between with them and agencies that they need to deal with. HICA provides a range of other services including:

Iran school - a Saturday mother tongue school is run for over 140 pupils at Belmont School.
Women's ESOL classes - ESOL classes are held twice a week at Community Premises with a tutor from Harrow College. These classes are open to all communities.

Bi-lingual Elderly Club – the Club meets weekly at The Lodge and provides an opportunity for elderly Iranian residents to socialise and learn about issues relevant to them. Those attending pay for their own lunch and there are usually sessions on various subjects, including poetry. This Club has been paid for using funds raised from various projects but will come to an end in July 2007 as HICA are unable to continue funding the room rental.

Child Psychology Seminars – 12 seminars were held during 2006/07 with an Iranian child psychologist (based at Ealing Hospital). The seminars were 2 hours each and were held at Harrow College. The child psychologist provided parents with advice and assistance on a variety of issues including drug misuse, social behaviour and informed them of relevant services that are available for Farsi-speaking parents.

Social/Fundraising Events – 2 events were held at the Kadwa and Kodak Centre during 2006/07.

The funding from the Council is used as a contribution towards running costs and refugee assistance, which includes volunteers' expenses and interpreters' fees.

HICA have the Community Legal Services Quality Mark for general advice with casework. They have also recently been awarded a PQASSO Level One award.

Funding for all 3 workers (Co-ordinator and 2 Outreach Workers) came to an end in 2006/07 and yet HICA has continued to provide the same service to its users. The Co-ordinator has continued to work the same number of hours and has kept the drop-in service running at the same times, despite not being paid. HICA would consider this to be their main achievement.

OFFICER COMMENT:

A monitoring meeting was held on 11th June 2007 and the officer reported that all records, policies and procedures were well maintained, and there were no concerns noted.

Report produced by Charlotte Clark, Senior Grants Officer

9. **NAME OF ORGANISATION:** HARROW MENCAP

FUNDING RECEIVED IN 2006/07: £7,455

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Harrow Mencap works with and represents people with learning disabilities to ensure their needs, rights and aspirations are met, as well as providing advice and support to families and carers.

Funding to this organisation was for setting up the After School and Holiday clubs, which were initially funded by the Out of School Child Care Grant (via Early Years), however this was not enough to cover the whole year. Details of these Clubs are outlined below:

- Woodlands School (After School Club) – every Wednesday during term time from 3.15 – 5.15pm;
- Woodlands School (Holiday Club) – 6 hours per day every school holiday (approximately 9 weeks in total) for 6 children with high needs, aged 8-11 years. Ratio of 1:1 staff and children;
- Shaftesbury School (After School Club) – 2 hours every Tuesday and Thursday during term time for young people aged 14 – 16 years;
- Shaftesbury School (Holiday Club) – 6 hours per day per every school holiday (approximately 9 weeks in total) for 5-6 young people aged 14 – 16 years;
- Kingsley School (previously Whittlesea School) (After School Club) 2 hours every Tuesday during term time for 6 young people aged 11 – 18 years;
- Kingsley School (Holiday Club) - 6 hours per day per every school holiday (approximately 9 weeks in total) for 6 young people with challenging behaviour, aged 11 – 18 years. Ratio 1:1 staff and young people;
- Teddies Parent, Baby and Toddler Club – 2 hours every Monday at Hillview Nursery.

Examples of some of the activities for the After School and Holiday Clubs include:

Day trips – Aldenham Country Park, BBC Proms, London Eye, theatre (Mama Mia);
Independent Living sessions;
Cooking;
Music Therapy;
Relaxation;
Sports;
Dance.

OFFICER COMMENT:

A monitoring meeting was held with Harrow Mencap on Tuesday 12th June 2007 at Sherbourne House in Northolt Road, South Harrow.

The Organisation campaigns vigorously to raise awareness of issues pertaining to the rights of people with learning disabilities, with the aim of improving statutory and other services for this vulnerable group. They work closely with local authorities and businesses, other voluntary sector organisations and the public to ensure that these rights are respected and upheld, and that people with learning disabilities are seen and included as equal members of their communities and society. The officer reported that all records, policies and procedures

are well maintained, and there were no concerns regarding the quality of their services and activities.

Report produced by Parveen Vasdev, Principal Grants Officer.

10. NAME OF ORGANISATION: HARROW REFUGEE FORUM

FUNDING RECEIVED IN 2006/07: £6,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The Harrow Refugee Forum is the umbrella organisation for the Refugee and minority ethnic Community Organisations in the Borough of Harrow, comprising of 60 affiliated members of which 50 are based in Harrow. The Forum aims to develop its own structures and improve the capacity of RCOs and other member organisations, which it represents and promotes to statutory and voluntary bodies. The Forum is now moving towards working in direct partnership both with relevant mainstream bodies and with the groups it serves and is developing joint bids with constituent groups for different projects relating to community cohesion, health, safety, and education. This means that the Forum and the groups are taking a more proactive approach.

The funding provided by the Council is for general running costs, i.e. rent, stationary, telephone bills, etc.

The Forum provides assistance to local Refugee Community Organisations (RCOs) with capacity building programmes in order to enhance the quality of the services they provide and the quality of life to their respective communities, and to increase their abilities and capabilities of accessing resources by implementing agreed work plans. This has resulted in more organisations accessing funding and delivering quality services to their communities such as:

- 3 Saturday Tamil supporting schools;
- 1 Saturday Iranian school;
- 3 Saturday Somali support schools;
- 1 Portuguese after-school;
- 2 Wednesday Somali supplementary schools;
- 1 Saturday Portuguese support school;
- 6 Welfare advice services;
- 2 ESOL classes;
- 1 IT class;
- 2 Elderly clubs.

OFFICER COMMENT:

A monitoring meeting was held with Harrow Refugee Forum on 28th June 2007 at the Lodge, 64 Pinner Road. They achieved PQASSO award and is now working towards Matrix, OISC Quality Mark. The Forum has reconstituted itself to be in future called Harrow Refugee and Minority Forum. Also, after losing its 3-year core funding, the Forum continues to be viable and sustainable as recognised by London Councils (a major donor) over the past 3 years.

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The officer reported that all records, policies and procedures have been satisfactorily maintained, and no concerns were raised regarding the quality of their services.

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11. NAME OF ORGANISATION: HARROW SOMALI WOMEN'S ACTION GROUP

FUNDING RECEIVED IN 2006/07: £5,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The Harrow Somali Women Action Group is a voluntary organisation, which provides a wide range of activities and services to Somali children and their parents. It aims to address and promote the welfare of social, cultural, and development needs of the Somali community in Harrow. It provides practical support and tries to build a bridge between mainstream service providers and community members disadvantaged by cultural and language barriers and to build up the Somali community in exile through empowering in particular young people and women.

The main aims of the organisation are:

- To provide advice, information and practical assistance to Somali families in all aspects of their lives;
- To organise and run educational and training courses for Somali children and their parents;
- To provide advocacy and representation to the needs of Somali children and their parents;
- To liaise with all local statutory and voluntary service providers and develop good working relationships.

HASWAG runs a supplementary school for Somali pupils twice a week Wealdstone Youth & Community Centre. The supplementary school provides additional help with Maths and English homework and tuition in Science, following the national curriculum, for children aged 5 to 16 years. Between 40-50 young people attend these classes.

Once a week HASWAG runs a drop-in session for children under 5 years old at Hillview Children's Centre to take part in programmes for early years.

HASWAG also provides help and advice to Somali women and families via a drop-in at the Community Premises Monday – Friday.

Funding of £5,000 in 2006/07 was used to pay for 2 sessional paid workers and the School Co-ordinator and School Teacher, volunteers' expenses, stationery, telephone and insurance.

OFFICER COMMENT:

A monitoring meeting was held on 27th July 2007 and the officer reported that all records, policies and procedures were well maintained. HASWAG is part of Harrow Association of Somali Voluntary Organisations (HASVO) and it is hoped, and recommended, that all member organisations merge to become one organisation and form sub groups to deal with

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various issues or sections of the community, e.g. women, disabled, elderly. This is something that will be looked into more closely with HASVO and all member organisations in 2008.

Report produced by Charlotte Clark, Senior Grants Officer

12. NAME OF ORGANISATION: HOMESTART HARROW

FUNDING RECEIVED IN 2006/07: £5,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Home Start Harrow is part of a national voluntary organisation committed to promoting the welfare of families with at least one child under 5 years of age. Volunteers offer regular support, friendship and practical help to young families under stress to prevent family crisis and breakdown. Help is provided by home visiting and/or means of attending groups.

The Home Start office is open Monday to Friday from 9am to 5pm.

Home Visiting - service where volunteer support a family under stress with at least one child under 5 years old for up to 3 hours per week.

Tuesday PAFT Group for parents & Children (10am – 12.30pm) – an average of 18 families on the register, with approx 8 families and 12 children attending weekly;

First Time Mothers (2pm - 4.30pm) – an average of 11 families on register, with approx 5 families and 6 children attending weekly.

- Massage available to mothers
- Baby massage (5 week course available three times a year).

Wednesday Group for Parents & Children (10am – 12noon)
Parent Partnership worker visits monthly to discuss issues of parents who have children with special needs. This service available to all families supported by Home start. There is an average of 14 families on the register, with approximately 8 families and 11 children attending weekly

Thursday Group for young Parents & Toddlers (11am -1.30pm) – an average of 14 families on the register, with approx 6 families and 6 children attending weekly.

All the above services take place throughout the year except during the Summer Holiday when the morning groups are replaced by the Summer Scheme

2006/07 has been a difficult year for Homestart. Their funding stream for the morning groups has now come to an end, and in September 2006 they were also notified that a long standing grant they received from People First would be ending in March 2007. Homestart have negotiated with the Children Centre programme and are now receiving funding from them for their Home Visiting Service.

OFFICER COMMENT:

A monitoring meeting was held with Homestart Harrow on 20th June 2007. It was evident that they had put a great deal of effort into negotiations with the Children's Centres, and at the same time apply to funders for money to run groups. To date they have raised about a third of the money needed. The morning groups are currently being run by volunteers which they have agreed to do on a short term basis until they know the outcome of their funding bids to the Big Lottery and other trusts. The fact that Homestart are still operating is a testament to the staff, volunteers and management committee who have put in considerable hours to ensure that the organisation is still able to offer a service to vulnerable families in the borough. This is a considerable achievement. On a positive note, the Tuesday group has been introduced to the PAFT programme and are now working in partnership with the Children Centre Programme to deliver this service. The families have greatly benefited from this support and the parents are now more aware of the benefits of interacting positively with their children.

Report produced by Parveen Vasdev, Principal Grants Officer

13. NAME OF ORGANISATION: KIDS CAN ACHIEVE

FUNDING RECEIVED IN 2006/07: £6,024

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Kids Can Achieve is a charity that supports and provides services for children and young people with special needs and their carers and families. The young people have a range of emotional, social, behavioural and learning difficulties including Autism, and ADHD. KCA's objectives are to develop the self-esteem, social skills and education of children and young people and prepare them for integration into mainstream activities and independent young adulthood as far as possible. KCA provides for those currently unable to find the support they need and work with them towards achievement of their goals. KCA supports the whole family in their recovery and reintegration - assessing each as individuals and offering services appropriate to their needs.

A full timetable of services has been provided. Services include:

- term-time education inclusion setting
- after school clubs
- respite breaks for carers
- youth group
- counselling and mentoring
- holiday activities
- art and complementary therapies for children and carers.
- outreach support in homes and schools
- information and support to parents/carers, social services, health and education professionals.
- family advocacy

In addition KCA works with carers on a range of learning activities eg parenting, anger/behaviour management and increased understanding of their child's condition. It also help carers navigate the professional agencies they may need to deal with, including the health, education and social services. KCA will work with any or all of those parties to ensure transparency and cohesion and within the data protection act and child protection laws.

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The funding received from the main grants programme pays for part of the Youth Group Co-ordinator's salary. The Youth Group meets once a week (during term time) for 3 hours and provides 26 places for 12-19 year olds. The Group works on developing social skills and self-esteem at an early stage and provides activities and education to help children with learning difficulties avoid pitfalls including self-harming, anxiety disorders, depression and committing offences, which these children are more vulnerable to. The Youth Group works with them on communication and behaviour so that they can express themselves more effectively and appropriately.

Many of the children KCA looks after are isolated and vulnerable. Their unpredictable and sometimes inappropriate behaviour means that they rarely get invited to play with other children. Because they have few or no similar friends to play with, very often they are not confident enough to take part in mainstream activities. Some of the KCA members have been excluded from mainstream schools and clubs because those organisations have not felt able to meet their needs or manage their behaviour. Also many carers are reluctant to let their children take part in mainstream activities as they feel they do not cater for their specific needs, or, are unsafe for their children to participate in. There is no other organisation in the Borough providing the same service as KCA. Without this service there would be nowhere for the families they work with to go for activities and support. Many of the staff and volunteers have unique experience of the conditions the children have and are well trained to help them through the challenges they face.

KCA gives children and young people encouragement and opportunity, which can make a big difference to a person's life. Families have developed new skills and confidence and they are now implementing these into their day-to-day lives. The young people have been able to find new strengths in themselves away from their familiar environment and behaviours. Their self esteem has greatly improved as they have overcome a number of personal challenges, including anger, anxiety, feeling conspicuous or "not fitting in" in mainstream venues, eating out, and socialising in unfamiliar situations.

OFFICER COMMENT:

A monitoring meeting was held on 25th June 2007 and the officer reported that all records, policies and procedures were well maintained.

Report produced by Charlotte Clark, Senior Grants Officer

14. NAME OF ORGANISATION: MIND IN HARROW

FUNDING RECEIVED IN 2006/07: £7,722

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Mind in Harrow aims to promote the preservation of mental health and to assist in relieving and rehabilitating persons suffering from mental disorder or conditions of emotional distress requiring advice or treatment in the London Borough of Harrow.

The grant of £7,722 was used as follows:

£4,000 for Befriending Outings Group Worker salary;

£3,722 for sessional tutors, premises and facilities for Stepping Stones courses

Achievements in 2006/07:

1. Supported over 850 people to have a better quality of life and engage in their community;
2. Worked with the full range of Harrow's diverse communities, by targeting them in generic schemes – over 50% of Stepping Stones users come from ethnic minority groups;
3. Continued to run ethnic-specific services – Asian Befriending; Asian Women's Forum User Group; Refugee Link Work;
4. Initiated new projects which supported people with serious mental health needs towards employment: –
Stepping Stones Sunrise Project – three service users who had undertaken vocational courses with the project were supported to become volunteers offering a range of complementary treatments to mental health inpatients in Northwick Park Hospital. This was funded only with support from Waitrose and had to cease when funding expired;
Training for Trainers – funded for 3 years by Opportunities for Volunteers Fund from the Home Office, supports mental health users to train as mental health awareness trainers, with a view to their future employment in this field.
5. Updated the On-Line Mental Health Directory and added a number of Fact Sheets, to give people more information about mental health issues;
6. Took over the Graduate Primary Care Mental Health Workers scheme and spread the service to seven practices. The Graduate Workers offer different types of support to people with mild to moderate mental health problems;
7. Continued to train volunteers in mental health, diversity and listening skills, in order to support vulnerable people;
8. Supported 20 user reps to sit on strategic planning committees, working groups, and recruitment and selection panels for CNWL Trust.

Mind in Harrow provide opportunities for mental health service users to engage in mainstream activities, perhaps for the first time ever and frequently for the first time for many years – education opportunities, sporting activities, befriending support; involvement in service planning and influencing improvement and change in service delivery.

Their health outcome measures demonstrate that people gain improved self-esteem and self confidence, improved mood and sense of well-being, new skills and knowledge and an increased ability to engage in their local community, as well as being able to return to full or part-time employment.

OFFICER COMMENT:

A monitoring meeting was held with Mind in Harrow on 25th June 2007. The officer was satisfied that this organisation continues to provide a valuable service to people with long-term mental health problems, delivered by well trained staff and volunteers. All records, policies and procedures are well maintained and there were no concerns regarding the quality of the service.

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15. **NAME OF ORGANISATION:** PAKISTAN SOCIETY OF HARROW

FUNDING RECEIVED IN 2006/07: £6,642

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The PSH's objectives are:

- To look after the interests of the Pakistani Community living in the London Borough of Harrow.
- To cater for the cultural, social and educational needs of the Pakistani Youth.
- To either provide full facilities for holding Urdu classes or to co-operate with other organisations that are dealing with this.
- To advance the education of the public and particularly of the Pakistani Community in all aspects of the Pakistani culture, history, language, literature, art and music.
- To promote cordial and effective relations with the host community through education, cultural exchanges and other shared activities.
- To promote the elimination of discrimination on grounds of gender, disability, religion, race or age.
- To cooperate fully with Muslim organisations in Harrow and adjoining areas and provide assistance as required.
- To hold cultural and social functions.
- To provide free guidance to members on financial, legal, medical and accounting matters.
- To publish and issues a regular newsletter.

The office is open to the public 4 days a week in the afternoons. The PSH targets most of its services towards young people, the elderly and women. For young people they organise inter-school debates, study circles, sports including badminton, cricket and swimming. For the elderly they run a photographic club, cycling club, reading club lunch club, Urdu classes and day trips to various places of interest. For women, they organise study circles, sewing classes, sports and computer classes and they also provide advice and support to women who suffer from forced marriages and domestic violence. A health newsletter for women was produced last year. First Aid classes are held for all members of the organisation, in association with St. John's Ambulance.

PSH has recently held a Breast Cancer Research Awareness event, followed by a Mental Health Awareness event. It has also held a surgery, with the Pakistan High Commission, for advice and information on applying for visas and identification cards, which was attended by over 150 people.

The grant from Harrow Council was used as a contribution towards the Co-ordinator's salary. The Co-ordinator is the only paid member of staff and is responsible for the day-to-day running of the organisation and the organising of the services as detailed above.

OFFICER COMMENT:

A monitoring meeting was held on 29th June 2007 and the officer reported that all records, policies and procedures were well maintained.

Report produced by Charlotte Clark, Senior Grants Officer

Appendix 2

List of Voluntary Organisations Monitored by means of Monitoring and Assessment Form (Funding below £5,000) – pages 44 - 65:

1. Afghan Association
2. Angolan Civic Communities Alliance
3. **Ansar Youth Project – monitoring form not returned**
4. ASHIANA
5. Asian Elderly Group
6. Association Of Senior Muslim Citizens
7. Bentley Priory Nature Reserve
8. Carramea
9. Connaught Opera
10. Edo State Women's Association
11. Elmsleigh Avenue Residents Association
12. **Flash Musicals – monitoring form not returned**
13. Girlguiding North West Middlesex
14. Harrow Anti-Racist Alliance (Hara)
15. Harrow Association for the Blind
16. Harrow Bangladeshi Association
17. Harrow Bengalee Association
18. Harrow Emerald Circle
19. Harrow Gingerbread
20. Harrow In Leaf
21. Harrow Pensioners' Action Group
22. Harrow Pre-School Learning Alliance
23. Harrow Public Transport Users Assoc.
24. Harrow School Of Gymnastics
25. **Harrow Tamil School Association – monitoring form not returned**
26. Harrow Youth & Community Project
27. **Headstone Manor Ladies Cricket Club – monitoring form not returned**
28. **Hindu Council – monitoring form not returned**
29. Islamic & Cultural Society Of Harrow
30. Jaago Punjabi Women's Group
31. Kala Anjali Arts Circle
32. K.S.I.M. Senior Citizens Association
33. Multiple Sclerosis Society- Harrow Branch
34. National Autistic Society-Harrow Branch
35. **Navnat Yuva Vadil Mandal – monitoring form not returned**
36. Pakistan Women's Association
37. Parkinson's Disease Society
38. Persian Senior Citizens Club
39. Pulse Harrow
40. Rayners Lane Islamic Cultural Welfare Assoc.
41. Russian Immigrants Association
42. Sangat Advice Centre
43. **Shaw Trust – monitoring form not returned**
44. Special Connection
45. Tongues on Fire
46. U. K. Asian Women's Conference
47. Wealdstone Active Community
48. **Wish Centre (The) – monitoring form not returned**
49. **Woodlands Community Association – monitoring form not returned**

APPENDIX 2a

1. **NAME OF ORGANISATION:** AFGHAN ASSOCIATION OF LONDON

FUNDING RECEIVED IN 2006/07: £1,500

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The Afghan Association was set up in 1995 to provide an advice and information service to members of the Afghan community, which includes immigration, benefits, education, training and employment issues, health issues, and housing advice. The organisation also provides mother tongue and english classes as well as after school activities, and a summer holiday scheme for Afghan youth.

The organisation is very active in the Borough, is a founder member of CARRAMEA and active in the Renewal SRB Project, the Harrow Refugee Forum, HAVS and the Refugee Council. Funding is a contribution towards general running costs, publicity, volunteer expenses and placements, as well as their educational, health and women's group activities.

During 2006/07, the organisation dealt with more than 6,212 enquiries and assisted 643 clients in the process of becoming British citizens.

2. **NAME OF ORGANISATION:** ANGOLAN CIVIC COMMUNITIES ALLIANCE (ACCA)

FUNDING RECEIVED IN 2006/07: £3,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

ACCA aims to empower members of the Angolan and other Portuguese-speaking communities to access mainstream services and information as an alternative to a life of permanent dependency. ACCA is very active at the Community Premises and is the lead organisation in the Harrow Refugee Forum. The grant was used as a contribution towards the overall running costs of the organisation.

3. **NAME OF ORGANISATION:** ANSAR YOUTH PROJECT

FUNDING RECEIVED IN 2006/07: £1,500

Monitoring and assessment form not returned.

This organisation did not receive funding in 2007/08 and has not applied for funding in 2008/09.

4. **NAME OF ORGANISATION:** ASHIANA

FUNDING RECEIVED IN 2006/07: £3,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Ashiana is a local voluntary organisation, which supports children and adults from the Asian communities who have learning or physical disabilities and their carers. The organisation aims to provide regular social activities for people (including outings), Asian arts and culture, singing and dancing. Ashiana currently holds a monthly entertainment leisure evening in a local school for service users and carers. During the year, the users performed on five occasions within the local community, e.g. Under One Sky. A total of 109 people took part in the organisation's activities during 2006/07.

The grant was used towards the cost of hall hire for the monthly sessions, insurance and administrative expenses, e.g. postage.

5. **NAME OF ORGANISATION:** ASIAN ELDERLY GROUP (HARROW)

FUNDING RECEIVED IN 2006/07: £3,950

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The organisation was set up in 1975 to promote the interests of elderly and disabled Asians in Harrow, to socialise, share information, participate in activities for better physical and mental health and spend time in company, rather than alone, for a better quality of life. The group meets Monday-Friday between 1 and 4 pm in different venues across the borough. Activities include card games, light physical exercises, lectures on health issues, help with translations, filling out forms, advice on social services, entertainment programmes, and outings. Funding of £3,950 enabled the organisation to continue to hire Gateway House hall (£1,892) and to pay salaries of part-time staff (£5,456).

Membership has increased to 389 compared to 359 in the previous year (113 male and 276 female members).

6. **NAME OF ORGANISATION:** ASSOCIATION OF SENIOR MUSLIM CITIZENS

FUNDING RECEIVED IN 2006/07: £2,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The organisation was established in 2003 with the aim of improving the lives of senior Muslims in Harrow and surrounding areas by informing them of benefits, services and facilities that are available to them, including specific training and advice in health awareness, and to reduce social isolation.

The funding was used to pay for volunteers' expenses, the hire of venues for 5-6 health-related seminars, postage, stationery, telephone costs and the cost of the AGM. It also

contributed towards the cost of social events and summer outings, supplemented by donations.

The organisation had 140 service users during 2006/07.

7. **NAME OF ORGANISATION:** BENTLEY PRIORY NATURE RESERVE

FUNDING RECEIVED IN 2006/07: £2,200

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Bentley Priory Nature Reserve is a site of 'outstanding metropolitan importance' and includes 3 acres of special scientific interest within its boundaries. The funding contributes to fulfilling the Bentley Priory Nature Reserve management plan to bring the Site of Specific Scientific Interest up to an acceptable standard and keep the site as a whole in an acceptable state. British Conservation Trust volunteers are used to carry out environmental work and specialist conservation firms undertake major work if required.

The site is visited not only by Harrow residents but also people from surrounding boroughs. Schools also use this site on a regular basis for education and field trips.

8. **NAME OF ORGANISATION:** CARRAMEA

FUNDING RECEIVED IN 2006/07: £2,400

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

CARRAMEA was set up in 1999 by 5 groups based at the Community Premises to consolidate the services they provide and to develop additional services. The organisation currently has 9 full member associations. CARRAMEA provides training and capacity building to individuals and groups, primarily those based at the Community Premises.

During 2006/07, five I.T. workshops were held per week (term time only) at the Community Premises. The workshops covered word-processing, databases, desk-top publishing, emailing, internet research and computerised accounts courses. 135 people attended training and 60% of these progressed from one stage to the next. Out of the people attending training:

74 attended computer training for the first time
82 attended a 'Beginner's course
6 attended a revision course
4 completed a short Desk Top Publishing course
44 completed a pre-CLAIT course
42 completed CLAIT 1
3 got jobs

In addition, 10 ESOL students used computers to develop their English and 6 completed Quick Books computerised accounts courses.

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The funding of £2,400 was used to pay for the workshops including maintenance of I.T. systems, training materials/printing, stationery and administrative costs, insurance and volunteers expenses.

During the year, CARRAMEA was successful in securing ESF funding in partnership with North London Information Technology for a CLAIT 1 training project.

9. **NAME OF ORGANISATION:** CONNAUGHT OPERA

FUNDING RECEIVED IN 2006/07: £2,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Connaught Opera provides Classical and Music Hall concerts for elderly people in residential homes, hospitals, hospices, day care centres, sheltered housing and community-based clubs in 33 London Boroughs and the South East. Funding of £2,000 was for the cost of providing 10 concerts in various venues in Harrow during 2006/07, which includes artists' fees, plus a contribution towards travel and administration.

Feedback from staff and service users indicate that the concerts raised morale and enhanced the dignity, self-esteem, consciousness and quality of life of elderly people in Harrow.

Connaught Opera did not receive funding in 2007/08 and has not applied for funding in 2008/09.

10. **NAME OF ORGANISATION:** EDO STATE WOMEN'S ASSOCIATION

FUNDING RECEIVED IN 2006/07: £1,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Edo State Women's Association (ESWA) was set up in December 1991 to provide support services and facilities for advancement of education and recreation in the interest of social welfare and improving the quality of life for all. Their aim is to instil positive values and community awareness in young people and steer them away from drugs, crime and anti-social behaviour.

ESWA's activities include Youth football, workshops and African dance, aerobics, planning and developing weekly football games, career/personal development, leadership and citizenship workshops during half-term and summer holidays. These activities are aimed at motivating and encouraging a holistic approach to create a healthy lifestyle.

Football practice for under 15 is held every Saturday morning during term time at Goals Ruislip. After school activities, which include African dance and aerobic classes take place every Saturday evening during term time at Victoria Hall in Harrow. Other activities include occasional trips to theme parks and places of interest, and workshops on various topics.

The grant of £1,000 was used as a contribution towards the overall cost of all the activities as outlined above.

ESWA has not applied for funding in 2008/09.

11. NAME OF ORGANISATION: ELMSLEIGH AVENUE RESIDENTS ASSOCIATION

FUNDING RECEIVED IN 2006/07: £500

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The Association was formed in June 2005 with the aim of uniting the residents and work together to improve the security of the street and surrounding area, by expanding the Neighbourhood Watch, improving the traffic on the road, and creating a greener environment, and thus improving the lifestyle of the residents. The Association works closely with council departments and the Police.

The funding was used to contribute to the costs of producing newsletters, flyers and a bi-monthly magazine, which include Neighbourhood Watch updates from the police. The residents are asked to contribute to the running of the Association as well as initiating new projects, e.g. street parties.

The Association did not apply for funding in 2007/08 and has not applied for funding in 2008/09.

12. NAME OF ORGANISATION: FLASH MUSICALS

FUNDING RECEIVED IN 2006/07: £3,430

Monitoring and assessment form not returned.

Flash Musicals has not applied for funding in 2008/09.

13. NAME OF ORGANISATION: GIRLGUIDING – MIDDLESEX NORTH WEST

FUNDING RECEIVED IN 2006/07: £2,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Girlguiding Middlesex North West is an autonomous part of Girlguiding UK. The organisation, working in small groups and with commitment to a common standard, provides a varied programme of activities which teaches values, life-long skills, self-confidence and the opportunity for young girls aged 7 – 12 years to reach their full potential and be aware of their local community and the wider world. Activities are provided in a safe environment at Willow Tree Centre. Approximately 7,641 young people used the Centre in 2006/07. These included

their own membership of young girls in Harrow, plus other youth organisations such as Kids Can Achieve and Special Schools.

Two major events were held during 2006/07 attracting more than 500 young girls at each event. These were the archery range and division events – over 120 girls took part in their version of a mini Glastonbury at Willow Tree. Activities included henna painting, Modroc, fantasy flowers, jewellery making, and t-shirt dying. Bands played throughout the day, and they had a boy band in the evening with entertainers such as jugglers, fire jugglers, and people on stilts.

Funding of £2,000 was spent on additional hours worked to maintain the grounds and facilities at Willow Tree, which enabled the Centre to open 7 days a week with the added help of 50 unpaid volunteer leaders.

14. NAME OF ORGANISATION: HARROW ANTI-RACIST ALLIANCE

FUNDING RECEIVED IN 2006/07: £3,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The Harrow Anti-Racist Alliance (HARA) was set up in 1993 with the principle objective of supporting people subject to racial discrimination and harassment. HARA provides the following services:

- Casework on racial harassment/discrimination and crime reduction – 1 session per week (term time) held at the Community Premises
- Guidance and support to people and families experiencing social exclusion and racial harassment/discrimination;
- Participation in existing crime reduction initiatives such as the third party reporting;
- Encouraging the inclusion of people of ethnic minority heritage, refugees, the elderly and young people in a range of Harrow Council initiatives, including the Arts Festival and Black History Month.
- Weekly drama sessions
- Work experience sessions – held 4 times per week (term time) at Community Premises

During 2006/07, HARA dealt with 161 cases from Harrow residents, performed anti-racist drama/poetry at 7 events in Harrow and provided 9 Harrow residents with work experience, 8 of whom went on to find employment.

HARA were recommended by external assessors for both the P'QASSO and Investors in Volunteers quality marks and are currently awaiting confirmation at a national level for both. HARA is also intending to apply for a Community Legal Services Quality Mark for the casework it provides.

From the funding of £3,000, just over half was used for casework support to people and families, e.g. volunteers expenses, communications and insurance, and the remainder was used for core administrative costs.

15. **NAME OF ORGANISATION:** HARROW ASSOCIATION FOR THE BLIND

FUNDING RECEIVED IN 2006/07: £4,670

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Harrow Association for the Blind (HAB) is part of the Middlesex Association for the Blind (MAB), a locally based organisation that offers support, information, equipment and advice for people who are partially sighted, blind or deaf-blind. MAB also works in eight other local authorities and is a well-respected organisation. The aims of HAB are:

- To identify the needs of carers of visually impaired people;
- To provide support to partially sighted, blind, and deaf/blind people;
- To assist both carers and visually impaired people to remain or become more independent;
- To provide emotional support and represent the views of visually impaired people;
- To improve self-care and self-confidence.

The organisation has a Resource Centre, which provides information, demonstrations and training in the use of specialised equipment. The funding of £4,670 was used as a contribution towards staff costs for the Resource Centre.

16. **NAME OF ORGANISATION:** HARROW BANGLADESHI ASSOCIATION

FUNDING RECEIVED IN 2006/07: £1,860

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The organisation was set up in 2004 to provide Bangladeshi cultural, intellectual and social welfare to young people of Harrow and promote goodwill and understanding of Bangladeshi culture to people of all ethnic origins.

During 2006/07, two classes were held every Sunday at Whitmore High School. The classes teach children between the ages of 6 and 16 years the Bengali language, culture and good behaviour. The classes have 2 paid and 4 unpaid members of staff. 46 children attended the classes in 2006/07

From the funding of £1,860, £1,155 was used for classroom hire, £245 for materials and £460 for staff costs.

17. **NAME OF ORGANISATION:** HARROW BENGALEE ASSOCIATION

FUNDING RECEIVED IN 2006/07: £2,675

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The organisation was set up in 1989 to provide a common platform for the Bengalee residents in and around Harrow to share their views, experience, and concerns, and maintain their rich cultural heritage.

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The Association provides Mother tongue classes, singing classes, supplementary educational classes, cultural and social activities, health awareness sessions for adults and children and various information sessions on social issues.

The funding of £2,675 was used as a contribution to the payment of staff for classes, premises hire and general running costs.

18. NAME OF ORGANISATION: HARROW EMERALD CIRCLE

FUNDING RECEIVED IN 2006/07: £500

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

This organisation was established in 2002, it is run for and by Irish pensioners in the borough of Harrow, and provides social and educational sessions one afternoon per week, based at St Joseph's Church, Salvatorian College in Wealdstone. There are 30 current members / users.

The grant was used mainly for keep fit classes for members, which were held every two weeks at a cost of £50 per month. Other activities included an annual dance, trips to the seaside, advice sessions on pensions, benefits and health and a computer class for beginners.

19. NAME OF ORGANISATION: HARROW GINGERBREAD

FUNDING RECEIVED IN 2006/07: £570

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Harrow Gingerbread provides activities and support for lone parent families, including outings and subsidised holidays. 40 families currently use Harrow Gingerbread.

The funding of £570 was used as a contribution towards the cost of day trips and volunteers expenses.

20. NAME OF ORGANISATION: HARROW IN LEAF

FUNDING RECEIVED IN 2006/07: £1,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Harrow in Leaf was formed in 1998 as part of the LA 21 initiatives to improve allotment facilities and raise awareness of allotments in the Borough.

Harrow in Leaf holds events including annual plant sales, quiz nights, fundraising barbeques and an annual horticultural show.

The funding of £1,000 was used to pay for the majority of the following costs of the Horticultural Show held on August Bank Holiday 2006:

Printing schedules	£400
Judges fees	£100
Advertising	£430
Society affiliations	£100

21. **NAME OF ORGANISATION:** HARROW PENSIONERS ACTION GROUP

FUNDING RECEIVED IN 2006/07: £750

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The group has been established since 1975. It aims to facilitate people who are over 60 years of age to meet, discuss any difficulties they may have and to jointly seek possible solutions. The group organise meetings on a monthly basis and usually have a guest speaker. They also arrange outings to places of interest and social activities. In 2006/07, 70 Harrow residents were paid up members of the organisation.

The funding of £750 was used for hall hire and administrative costs.

22. **NAME OF ORGANISATION:** HARROW PRE-SCHOOL LEARNING ALLIANCE

FUNDING RECEIVED IN 2006/07: £4,230

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The Alliance aims to enhance the development of education of children primarily under statutory school age, by providing support to pre-school playgroups and toddler groups that are members of the Harrow Pre-School Learning Alliance within the borough.

The Alliance makes 3 visits per year to all voluntary and private sector pre-schools and toddler groups in Harrow in a supporting and advisory capacity. Meetings are also arranged for local staff and support is given to pre-school and toddler committees. At present, there are 69 pre-schools and 40 toddler groups that are visited.

A service level agreement is in place with Early Years, Childcare and Parenting Services and funds 5 development workers salaries. Funding of £4,230 from the main grants programme pays for part of the administrator's salary.

23. NAME OF ORGANISATION: HARROW PUBLIC TRANSPORT USERS' ASSOCIATION

FUNDING RECEIVED IN 2006/07: £300

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The HPTUA is a voluntary association based in and covering only this Borough. The chair has been an advisor to the Traffic and Road Safety Advisory Panel and its predecessor bodies for many years, and now also chairs the quarterly member-level public transport liaison meetings.

The Association's main aims are:

- To act as a public transport user group for the Borough
- To chair (and help organise) the Borough's Rail Liaison Group and Bus & Highway Group, to protect and campaign and enhance the services provided to the public on bus and rail
- To act as an adviser to the Traffic & Road Safety Panel and Council generally on public transport issues.

During 2006/07, HPTUA held 5 public meetings, campaigned for new services and improvements to existing services. They hold regular meetings with bus and rail managers.

The grant was used as a contribution towards running costs, including postage, stationery and holding 5 public meetings.

24. NAME OF ORGANISATION: HARROW SCHOOL OF GYMNASTICS

FUNDING RECEIVED IN 2006/07: £2,500

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Harrow School of Gymnastics (HSG) has over 1000 members/users. It is designated a National Performance Centre and has been awarded the quality standard "Gym Mark", which is a kite mark award for good practice bestowed by the sport's governing body. The club provides a Harrow team in the annual London Youth Games.

The grant was used for a hardship fund to enable gymnasts from low income families to continue or start gymnastic classes and to support the elite squad gymnasts whose families are experiencing hardship. A full breakdown of the hardship fund account has been received.

Details of Work Programme:

Play Gym)	5 days per week
Pre-School)	term time & holiday sessions
General Gymnastics)	Monday-Saturday term time & holiday sessions
Women's Artistic Gymnastic)	7 days per week
Men's Artistic Gymnastics)	all year

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Adult Gymnastics	2 sessions per week all year
Special Needs Gymnastics	usually alongside general gymnastics, as required
Young Offender Gymnastics	term time weekly sessions.

The club works with local schools and also provides opportunities for young people who have participated in the sport in curriculum time to continue with the sport outside school.

Harrow School of Gymnastics has not applied for funding in 2008/09.

25. NAME OF ORGANISATION: HARROW TAMIL SCHOOL ASSOCIATION

FUNDING RECEIVED IN 2006/07: £4,500

Monitoring & Assessment form not returned.

This organisation has not applied for funding in 2008/09.

26. NAME OF ORGANISATION: HARROW YOUTH & COMMUNITY PROJECT

FUNDING RECEIVED IN 2006/07: £2,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The Harrow Youth & Community Project was set up in 2002 to provide services for the local community, mostly in and around the Kenmore Park Estate area (Kenton). The services were primarily aimed at young people, but the organisation is now also running services for the elderly.

Work Programme:

Youth Club (11-12 year old) – every Thursday from 7-9pm at Kenmore Park Hall;
Youth Club (13-17 year old) – every Wednesday from 7-9pm at Kenmore Park Hall;
Older People's Club – every Thursday from 1-3pm at Kenmore Park Hall.

The Youth Club is supported by the Youth and Connexions Service, which has 2 Professional Youth Workers who attend the sessions on Thursday evenings.

The grant of £2,000 was used mainly for equipment and materials for the youth club activities and for travel and refreshments for organised trips, i.e. bowling. The grant also paid for insurance and accountancy.

27. NAME OF ORGANISATION: HEADSTONE MANOR LADIES CRICKET CLUB

FUNDING RECEIVED IN 2006/07: £500

Monitoring & Assessment form not returned.

This organisation did not receive funding in 2007/08 and has not applied for funding in 2008/09.

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28. **NAME OF ORGANISATION:** HINDU COUNCIL

FUNDING RECEIVED IN 2006/07: £2,000

Monitoring & Assessment form not returned.

This organisation has not applied for funding in 2008/09.

29. **NAME OF ORGANISATION:** ISLAMIC & CULTURAL SOCIETY OF HARROW

FUNDING RECEIVED IN 2006/07: £1,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The Islamic and Cultural Society of Harrow is a registered charity and was established in 1973. The aims of the Society are to provide a common platform for Muslims in North West London, work with other organisations with similar interests and strengthen and enhance the role of the mother tongue and core education at a Saturday school (Harrow High).

The grant was used to supplement the wages paid to the teachers. It was also to provide teaching materials. The school is now in its 28th year, having provided support and teaching in mother tongue (Urdu) up to GCSE levels. In the last few 4 years the school has been opened to children of non-members. They have arranged visits for the school children to places like the Islamic Centre in Regent's Park, so that exposure to main line religious education is observed.

30. **NAME OF ORGANISATION:** JAAGO PUNJABI WOMEN'S GROUP

FUNDING RECEIVED IN 2006/07: £2,750

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The Jaago Women's Group started in 1985, and provides a meeting place and forum for Punjabi women and children for sharing and promoting the Punjabi language. They also run other activities including Bhangra classes and yoga.

Mother-tongue classes in Punjabi are held every Saturday from 10.00am to 11.30pm. The Women's Support Group, which includes yoga, keep fit, bhangra classes, cooking/cleaning tips, talks by Age Concern and counselling are held on Thursdays from 1.00pm to 3.00pm. The services offered by Jaago Punjabi Women's Group benefit approximately 130 Punjabi women and children in the Borough.

The grant of £2,750 was used to pay for the organisation's rent at the Vaughan Centre in West Harrow.

This organisation has not applied for funding in 2008/09.

31. **NAME OF ORGANISATION:** KALA ANJALI ARTS CIRCLE

FUNDING RECEIVED IN 2006/07: £1,500

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Kala Anjali Arts Circle is a music based organisation focussing on Asian music and promoting South Asian Arts and Heritage.

Their project "Language Development through Songs for Tamil Community School & Mainstream Use" commenced in September 2006. This involved carrying out research into the needs of Tamil pupils learning their mother-tongue language through songs, collaborating with teachers at the Tamil Community School for preparation of resources, and meeting with Harrow Music service teachers to discuss relevance for Early Years Tamil pupils to prepare suitable songs with translations in English. The songs were launched at an Arts Unit event at North Harrow Library on 15th May 2007.

In addition to the above, other main achievements during 2006/07 included the publication of "Positive Images of Asians in Britain" and launched on 7th October 2006 at Gayton Library and distributed to Harrow schools. They also published "Musical Instruments of the Indian Sub-Continent" in April 2006.

Kala Anjali Arts Circle was not funded in 2007/08 and has not applied for funding in 2008/09.

This organisation has not applied for funding in 2008/09.

32. **NAME OF ORGANISATION:** KSIM SENIOR CITIZENS ASSOCIATION

FUNDING RECEIVED IN 2006/07: £2,387

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

This Organisation was set up in 1988 and provides a weekly drop-in/day service for elderly, disabled or isolated members of the Shia Muslim community. Housebound members are supported at home or visited whilst in hospital. Health promotion speakers regularly visit the centre, covering topics such as Diabetes, Arthritis, and Nutrition. Classes in English are also offered to members. Several outings are arranged during the summer.

During 2006/07 the organisation continued their services to approximately 150 members, including home visits, hospital visits, welfare services, and English classes to relieve isolation and improve accessibility to services within the Borough. They also arranged lectures on various services available and arranged day trips and outings to places of interest.

The grant received was spent on providing services such as home visits and hospital visits and it also subsidised a trip to the organisation's sister association in Leicester.

33. NAME OF ORGANISATION: M.S. SOCIETY HARROW BRANCH

FUNDING RECEIVED IN 2006/07: £1,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The Harrow Branch of the MS Society was established in 1963, and is part of the National MS organisation. The main aim of the group is to promote awareness of people with MS and to offer information and support for people with MS and their carers. The current Branch membership is approximately 107 people.

The grant of £1,000 is used towards the printing and circulation costs of a bi-monthly newsletter, which is their primary means of communication to all their members. The newsletter gives information on the activities run by MS Society and advice sections. The Society actively encourages feedback and regularly surveys their members as to the effectiveness of their newsletter. The Society has also been active in appointing a MS Specialist Nurse in Harrow and, together with their MS Helpline; this will be a first point of contact for many of their members.

Various trips and social events are organised for their members on a monthly basis. Their festive party on 17th December 2006 was well supported and very successful.

34. NAME OF ORGANISATION: NATIONAL AUTISTIC SOCIETY HARROW BRANCH (NASH)

FUNDING RECEIVED IN 2006/07: £1,650

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

NASH provides support to children with autism or Aspergers Syndrome and their parents. The aims of the organisation are:

- To provide quality activities for children with ASD who are unable to access mainstream leisure provision;
- To offer support and information services to parents and carers through newsletters and support group coffee mornings.

The grant of £1,650 was used to produce quarterly newsletters to their members, and for small office costs. The summer play scheme is funded from the Children's Fund. Full details of the organisation's work programme is listed below:

- Parent Drop-In session every Wednesday and Friday am during term time, at 35 Pinner Green;
- Quarterly newsletter;
- SCATT (Supporting Carers of Autistic people Through Training) – training course and events for parents (8 sessions held 4 times a years at Hillview Nursery Centre;
- Respite – Saturday morning term time and Young Adult Support Group meetings held monthly at Hillview Nursery Centre and St. Peter's Church;
- Playschemes – 2-3 per annum for week at a time and Christmas parties;

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- Helpline, Library, Parent Support through Parent Volunteers, speak at support workshops through partnership work and Training for professionals.

The services of NASH are open to all members of the local community and provide written material on Autistic Spectrum Disorders in a number of community languages.

35. NAME OF ORGANISATION: NAVNAT YUVA VADIL MANDAL

FUNDING RECEIVED IN 2006/07: £500

Monitoring & Assessment form not returned.

This organisation has not applied for funding in 2008/09.

36. NAME OF ORGANISATION: PAKISTAN WOMEN'S ASSOCIATION

FUNDING RECEIVED IN 2006/07: £1,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Pakistan Women's Association was set up in 1984 to help raise the standard and image of isolated Pakistani women in the Borough. Their aims are:

- To cater for the religious, cultural, social and educational needs of Pakistani women and girls;
- To develop good relations between the Pakistani community and the host community;
- To provide information on health issues for women over the age of 50;
- To provide advice and counselling to women who have suffered domestic violence or matrimonial problems;
- Reduce fear of perceived crime and develop awareness of personal safety;
- To organise social, cultural and national functions in order to promote the image of Pakistan, so that British born children know their history, language, literature, art and music.

The organisation's main activity is the lunch club for the over 50's. This usually takes place at Euro Hotel in Pinner Road, Bombay Dreams Restaurant in Wembley, or at the chairperson's private home. They organise social gatherings about 6 times a year at Harrow Teacher's Centre and Harrow High School. They also organise various outings throughout the year, usually the seaside. During 2006/07, the organisation provided 80 1½ hours counselling sessions to about 20 women.

Funding of £1,000 to Pakistan Women's Association in 2006/07 was used towards general running costs, volunteer expenses, and rent for hiring the Teacher's Centre and Harrow High School.

37. NAME OF ORGANISATION: PARKINSON'S DISEASE SOCIETY HARROW BRANCH

FUNDING RECEIVED IN 2006/07: £2,400

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The Parkinson's Disease Society Harrow Branch was set up in 1972 to help people with this illness and their carers, family and friends with the problems arising from Parkinson's Disease; to collect and share information on PD; to encourage and provide funds for research into PD.

Services provided by the organisation are as listed below:

- Monthly Branch meetings;
- Monthly newsletters;
- Monthly physiotherapy sessions;
- Monthly yoga classes;
- Monthly carers support meetings;
- Booklets and leaflets;
- Services of a Community Support Worker as and when required (contract is 10 hours per week);
- Public awareness raising sessions – 12 held during 2006/07.

Funding of £2,400 is a contribution towards the salary of the Community Support Worker, who provides advice, information and support to all existing and newly diagnosed people affected by Parkinson's Disease, their families and carers. Practical and emotional support is given as well as information on other support services. In 2006/07, the Community Support Worker provided telephone support to 465 people, letters/email support to 162 people, 55 face-to-face consultations, and 82 contacts with other agencies. The Branch also provided the following:

- All care homes in Harrow visited and training packs sent to those homes with PD patients;
- 6 carers meetings held in addition to the monthly support group at Edgware Hospital;
- Information provided to all libraries as well as a display in the Wealdstone Centre library running for a month.

The Branch provided support to approximately 13 newly diagnosed people with PD.

Leaflets, information sheets, fact sheets, and booklets are all available in the main community languages.

38. **NAME OF ORGANISATION:** PERSIAN SENIOR CITIZENS CLUB

FUNDING RECEIVED IN 2006/07: £500

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

This organisation was established in May 2004 to support older people of Iranian origin who entered Britain as refugees/asylum seekers. It aims to preserve, promote and celebrate the Iranian cultural heritage, and reduce isolation within the Iranian community. The group meets once a week at the Victoria Hall, Sheepcote Road. The organisation supports about 15 people, 10 of whom reside in Harrow.

Grant of £500 was used towards rent of the hall for weekly meetings (Thursdays 11am to 4pm) for their members. The organisation provides advice, guidance, and basic lessons in English, health awareness sessions and translations. They also organise various cultural events throughout the year such as the Iranian New Year.

39. **NAME OF ORGANISATION:** PULSE HARROW

FUNDING RECEIVED IN 2006/07: £1,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Pulse Harrow started a programme in 2005 to provide out of school support to children and young people to overcome the reading and learning difficulties as well as providing study and literacy support. Activities include assessment, intervention exercises, monitoring and re-assessment. The organisation provides these services jointly with Learning Leap at Harrow Leisure Centre in the evenings and weekends. During 2006/07, the organisation provided support to 30 young people living in Harrow.

Grant of £1,000 was used as a contribution towards the salary and expenses for the staff and volunteers.

40. **NAME OF ORGANISATION:** RAYNERS LANE ISLAMIC CULTURAL WELFARE ASSOCIATION

FUNDING RECEIVED IN 2006/07: £1,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

This organisation was constituted in 2006 and it's aims and objectives are to assist children to grow up as good, valuable and educated citizens, assimilating into the host society along with learning the values of their birth religion and culture.

Many of the children are from poor educational and socio-economic backgrounds, and are children of recent immigrants.

Services provided are as follows:

- Teach life skills and personal development
- Mother tongue classes
- Good citizenship and family values
- Homework classes, cultural education
- Health and hygiene classes
- Social events (funds permitting)
- I.T., cooking, sewing and drapery skills

The above services are provided each day after school (during term-time) from 4.30 to 6pm at Rooks Heath High School. There are currently 55 children on the organisation's register.

Funding of £1,000 was used as part payment for hire of school premises and teachers' salaries. The organisation also held a party for the children and families in June 2006.

Rayners Lane Islamic Cultural Welfare Association has not applied for funding in 2008/09.

This organisation has not applied for funding in 2008/09.

41. NAME OF ORGANISATION: RUSSIAN IMMIGRANTS ASSOCIATION

FUNDING RECEIVED IN 2006/07: £1,500

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The Association was set up in April 1999 to address the needs of London's large Russian-speaking community, which is not served by any other organisation. The main aims of the organisation are:

- To support community involvement, particularly among Russian-speaking people who are at greatest disadvantage and fully excluded, such as minority ethnic minority community, asylum seekers, refugees, people on low income, unemployed people and lone parents;
- To provide services for Russian-speaking refugees and asylum seekers;
- To provide information about British law, culture, traditions, health service, and education system among Russian-speaking people.

The Russian Immigrants Association provides the following services:

- Basic for life in UK (English language, job seekers club, counselling, training in IT, volunteering) – service provided to 311 people in 2006/07;
- Information service (publishing and distributing information, newsletter, fliers, leaflets, etc.) – service provided to 5,212 people in 2006/07;
- Advice service (legal and general advice support, family and children advice) – service provided to 2,536 in 2006/07);
- Public activity for integration (sport club, children's music studio, environmental activities, festivals, etc.) – service provided to 560 people in 2006/07.

Most of the clients have problems in adaptation in the UK, as the main problem is lack of knowledge of the English language. The Association provides translation and interpreting services for such clients, and distribute all official translated materials from the Home Office.

Grant of £1,500 was spent on travel expenses for volunteers and general running costs.

42. **NAME OF ORGANISATION:** SANGAT ADVICE CENTRE

FUNDING RECEIVED IN 2006/07: £1,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The Sangat Centre was set up in 1996 to provide free legal advice and case work on welfare benefits, housing, debt, matrimonial, immigration, community care, etc., and represents clients at the Welfare Benefits, Housing and Immigration Tribunals. The organisation also provides IT training and Citizenship classes; reaches out to BME carers and assist them, and Children's Empowerment workshops in schools. The Centre is a company limited by guarantee, and was the first BME organisation to be awarded the Community Legal Services Quality Mark. It has also attained accreditation in Investors in People and Matrix, and is authorised by the Office of the Immigration Services Commissioner to practice immigration work.

The Centre is open from 9am to 5pm, Monday to Friday. During 2006/07 they assisted over 2,000 clients in the provision of the services outlined above.

Grant of £1,000 was used as a contribution towards the organisation's overall services.

43. **NAME OF ORGANISATION:** SHAW TRUST

FUNDING RECEIVED IN 2006/07: £1,500

Monitoring & Assessment form not returned.

This organisation did not apply for funding in 2007/08 and has not applied for funding in 2008/09.

44. **NAME OF ORGANISATION:** SPECIAL CONNECTION

FUNDING RECEIVED IN 2006/07: £2,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Special Connection is a registered charity whose primary aim is to break down the preconceived perceptions of disability through the opportunity to work in an integrated environment on equal terms.

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Funding of £2,000 is to enable the organisation to run 2 x 2-days drama workshops in Travellers Studio in the Arts Centre; one for 9-12 year olds and one for 13-19 year olds for approximately 150 young people (50% of whom will have special needs, and 50% from mainstream education). The aim is to create greater understanding of each other's capabilities and enabling understanding and friendship across the barrier.

During 2006/07, Special Connection also held 2 x 1 day special sensory drama workshops for those with profound and multiple difficulties. These are held at Woodlands and Kingsley schools. Overall, the services outlined were provided to approximately 300 individuals in the Borough.

45. NAME OF ORGANISATION: TONGUES ON FIRE

FUNDING RECEIVED IN 2006/07: £5,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Tongues on Fire is a film festival dedicated to expressing the drive and spirit of Asian women working in the cinema cultures across South Asia. The festival is unique in its focus on varied and controversial works produced by Asian female artistes in Britain and abroad. At the heart of this annual event are various educational and cultural activities.

Although Tongues on Fire is primarily a film festival, it is very much multi-layered in its execution; it is not solely about entertainment. It also acts as a referral unit for members of the Asian community. The themes of previous festivals have included domestic violence, child abuse and breast cancer awareness.

During 2006/07, the organisation arranged the screening of special issue based films/documentaries followed by discussion. The film "No more tears sisters" was screened at the Harrow Civic Centre.

Another achievement was the screening of "Nina's Heavenly Delights" at the University of Westminster. The organisation also held a Short Film Competition at the ICA, The Mall in London, where students from Harrow College and university submitted the entries and were invited to the screening of the final where shortlisted entries were screened.

Tongues on Fire have a long history of activity in Harrow, launching a prestigious Film Festival (Harrow's only connection to the Film Creation) for the past 6 years. The grant of £5,000 was used as a contribution towards the 2007 film festival.

Tongues on Fire have not applied for funding in 2008/09.

46. NAME OF ORGANISATION: UK ASIAN WOMEN'S CONFERENCE

FUNDING RECEIVED IN 2006/07: £2,750

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

The "SEWA" drop-in service provides information, advice and support to Asian women of all ages. Their activities include health programmes, seminars, educational and entertainment programmes. They also organise occasional outings. This gives women who are lonely and isolated at home the opportunity to mix with the community, exchange ideas, share experiences and gain confidence. The main purpose of the project is to strengthen the community and help improve health and general well being.

In addition to the drop-in service, the project also organised regular sessions in alternative therapies such as reflexology, Reiki healing and Indian head massage. Their other activities and achievements are as follows:

- Regular classes in yoga and relaxation;
- Organised a health seminar at Harrow High School (total of 220 people participated);
- Ran Tai Chi classes for 6 months with the help of a qualified instructor;
- Sessions on colour therapy and meditation;
- Day trip to Windsor Castle in July 2006 for 50 Asian women, some of whom were elderly and disabled;
- Organised a sports day for people with disabilities and special needs in June 2006, where 100 people attended and 65 took part;
- Cultural function (during Navratri festival) for elderly women, people with disabilities and those with special needs (total of 90 people participated).

Funding of £2,750 was used to pay rent of a room at the Vaughan Centre.

47. NAME OF ORGANISATION: WEALDSTONE ACTIVE COMMUNITY

FUNDING RECEIVED IN 2006/07: £1,000

BRIEF SUMMARY OF SERVICES/ACTIVITIES AND ACHIEVEMENTS:

Wealdstone Active Community (WAC) was set up in 2000 and supports local people and businesses by building a sense of community, aids communication and enhances community safety through police contact and liaison with other services from the public and voluntary sector. Members are active on Safer Neighbourhood Committees and Panel for Older People and monitor planning applications and anything that could be detrimental to the community and environment of Wealdstone. Members of the organisation are active in public consultations with the Council.

The organisation has 10 open meetings per year plus events including Blooming Wealdstone, St. George's Day celebrations and Children in Need events. The open meetings aim to address various issues affecting the community and the environment of Wealdstone, e.g. crime, graffiti etc. These meetings are well attended by representatives of church organisations, residents associations, police and individuals.

The grant of £1,000 in 2006/07 was used as a contribution towards the running and associated costs of organising 10 open meetings and 3 events.

48. **NAME OF ORGANISATION:** WISH CENTRE (Women's Integrated Services Harrow)

FUNDING RECEIVED IN 2006/07: £2,000

Monitoring & Assessment form not returned.

This organisation has not applied for funding in 2008/09.

49. **NAME OF ORGANISATION:** WOODLANDS COMMUNITY ASSOCIATION

FUNDING RECEIVED IN 2006/07: £4,000

Monitoring & Assessment form not returned.

This organisation has not applied for funding in 2008/09.

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Meeting:	Grants Advisory Panel
Date:	22 nd November 2007
Subject:	Applications for Community Premises Accommodation 2008/09
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:	Appendix 1: List of Applications received from organisations. Appendix 2: Summary Reports. Appendix 3: Guidance Notes For Community Premises Applicants 2007/08 Appendix 4a: List of Recommended Allocations. Appendix 4b: Recommended Community Premises Plan

Section 1: Summary And Recommendations

This report presents the applications received from organisations that have registered an interest in using the Community Premises.

Recommendation:

Members are requested to:

1. Consider the applications received from organisations listed in Appendix 1, and make recommendations to the Portfolio Holder on the allocation of space.
2. Agree that the new allocations be effective from 1st January 2008 for new and existing users.

3. Delegate authority to officers to review decisions where stated after six months.
4. Delegate authority to officers to update the facilities use agreement with Legal Services and ensure these are signed by all users.

Reason:

To finalise the allocation of space at the Community Premises to enable it to become better utilised.

Section 2: Report

2.1 Brief History

- 2.1.1 The Grants Advisory Panel on 11 June 2007 agreed that all available space at Community Premises be advertised to assess levels of interest for occupancy of any new and existing users. This was carried out by officers and a report presented to the Grants Advisory Panel on 4 September 2007.
- 2.1.2 The Grants Advisory Panel on 4 September 2007 agreed to request those organisations expressing an interest to submit a formal application for accommodation at the Community Premises and instructed officers to analyse the applications received. Officers were also instructed to carry out an analysis of the usage of accommodation by the existing users.

2.2 Options Considered

- 2.2.1 A total of 24 applications for accommodation were received by the deadline of Friday 19th October 2007. Applications were not received from 2 of the existing users, namely Hindu Council Harrow and Islamic & Cultural Society of Harrow (both currently occupying designated desks in room 8).
- 2.2.2 Officers have assessed all the applications received against the Council's Qualifying Conditions and Common Grants Criteria (contained in Appendix 3 - Guidance Notes For Community Premises Applicants 2007/08), and have provided summaries with their proposed recommendations. These are attached as Appendix 2. Of the 24 applications received, 3 have been rejected as they do not meet the criteria and 2 were withdrawn by the applicant.
- 2.2.3 It should be noted that assessment of applications from existing users of Community Premises have included an analysis of the usage of their current accommodation for the period 1 April to 31 July 2007 and the month of September (5 months), as outlined in paragraph 2.1.2 of this report.
- 2.2.4 The analysis of usage is broken down into two figures for each organisation. One figure shows the average weekly time that the organisation spends in the office, the other shows the overall monthly time that the organisation spends in the whole building ie. including counselling and meeting rooms.

2.3 Consultation

- 2.3.1 The advertising of space at Community Premises and subsequent expressions of interest formed part of the consultation process.

2.4 Financial Implications

2.4.1 None

2.5 Legal Implications

2.5.1 The Council has power to make facilities available for voluntary organisations charging as it thinks fit and contributing to grants and loans under Section 19 (2) of the Local Government Act 1976.

2.5.2 This power is supplemented by Section 2 of the Local Government Act 2000 with a power to promote 'community well being'.

2.5.3 Users of the Community Premises are required to sign a facilities use agreement. This is a legally binding document that will be updated with advice from legal services.

2.5.4 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).

2.6 Equalities Impact

2.6.1 The community premises are an important resource for the voluntary sector in Harrow. The provision of office facilities provides valuable support to small, often unfunded organisations, many of which support Black, minority ethnic and refugee groups in the Borough.

2.7 Section 17 Crime and Disorder Act 1998 Considerations

2.7.1 Many of the organisations supported at the Community Premises play an active role on partnership committees such as the Safer Harrow Management Group. Some of the organisations deal with and contribute directly to issues of crime prevention, fear of crime, youth offending and anti-social behaviour.

Section 3: Statutory Officer Clearance

Name: Sheela Thakrar	<input type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 12 th November 2007		
Name: Jill Travers	<input type="checkbox"/>	on behalf of the Monitoring Officer
Date: 12 th November 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

Appendix 1

List of Community Premises applications received

Angolan Civic Communities Alliance (ACCA)
Association of Senior Muslim Citizens
Bridge Organisation Limited
East African Welfare & Development Concern
Harrow African Caribbean Association (HACAS)
Harrow Agenda 21
Harrow Anti-Racist Alliance (HARA)
Harrow Bengalee Association
Harrow Iranian Community Association (HICA)
Harrow Refugee Forum (rejected – occupy their own premises)
Harrow Somali Women's Action Group (HASWAG)
Hestia Housing & Support (Women's Aid Harrow)
Horn Response Project
Iwanaaji Somali Disabled Association
Indian Association of Harrow
Kongolese Community (rejected – not based in Harrow)
Kuwaiti Community Association
LASS Advice UK (affiliated to ACCA) (withdrawn)
Mentoring Changes (rejected – not based in Harrow)
Pakistan Society of Harrow
Russian Immigrants Association
Somali Cultural & Educational Association
Tamil Community Centre
Wembley Harrovian Football Club (affiliated to ACCA) (withdrawn)

Appendix 2

RECOMMENDATIONS FOR INDIVIDUAL OFFICE SPACE

1. Angolan Civic Communities Alliance (ACCA)

Current Accommodation: Individual Office, Room 2
Requested Accommodation: Individual Office

ACCA aims to empower members of the Angolan and other Portuguese-speaking communities to access mainstream services and information as an alternative to a life of permanent dependency. ACCA is very active at the Community Premises and is the lead organisation in the Harrow Refugee Forum.

Average Weekly Office Usage:	58.82 hours
Average Monthly Overall Usage:	405.33 hours
Minimum usage required for accommodation requested:	35 hours per week
Attendance at User Group Meetings:	Satisfactory
Quarterly Monitoring Form Returns:	Satisfactory

OFFICER RECOMMENDATION: Individual Office

2. Harrow Iranian Community Association (HICA)

Current Accommodation: Individual Office, Room 3
Requested Accommodation: Individual Office

HICA is a voluntary organisation formed to assist Iranian refugees and asylum seekers with respect to settlement, health, education and integration into the mainstream of society in Britain. The main role of the organisation is to provide refugee assistance via a drop-in service at the Community Premises, which is available Monday-Friday 9.30 am – 5 pm. HICA provides translation and interpretation services to non-English speaking Iranians. Some individuals are accompanied to various agencies (i.e. Benefits Agency, Hospitals, GPs) and others are visited in their own homes including visiting those that are housebound and acting as a go-between with them and agencies that they need to deal with. HICA also runs an Iranian school, women's ESOL classes and an elderly club at different venues.

Average Weekly Office Usage:	31.53 hours
Average Monthly Overall Usage:	203.33 hours
Minimum usage required for accommodation requested:	35 hours per week
Attendance at User Group Meetings:	Satisfactory
Quarterly Monitoring Form Returns:	Satisfactory

OFFICER RECOMMENDATION: Individual Office

3. Harrow Anti-Racist Alliance (HARA)

Current Accommodation: Individual Office, Room 6
Requested Accommodation: Individual Office

The Harrow Anti-Racist Alliance (HARA) was set up in 1993 with the principle objective of supporting people subject to racial discrimination and harassment. HARA provides the following services:

- Casework on racial harassment/discrimination and crime reduction – 1 session per week (term time) held at the Community Premises
- Guidance and support to people and families experiencing social exclusion and racial harassment/discrimination;
- Participation in existing crime reduction initiatives such as third party reporting;
- Encouraging the inclusion of people of ethnic minority heritage, refugees, the elderly and young people in a range of Harrow Council initiatives, including the Arts Festival and Black History Month.
- Weekly drama sessions
- Work experience sessions – held 4 times per week (term time) at Community Premises

Average Weekly Office Usage:	50.54 hours
Average Monthly Overall Usage:	325.50 hours
Minimum usage required for accommodation requested:	35 hours per week
Attendance at User Group Meetings:	Satisfactory
Quarterly Monitoring Form Returns:	Satisfactory

OFFICER RECOMMENDATION: Individual Office

4. Russian Immigrants Association (RIAs)

Current Accommodation: Individual Office, Room 4B
Requested Accommodation: Individual Office

The Association was set up in April 1999 to address the needs of London's large Russian-speaking community, which is not served by any other organisation. The main aims of the organisation are:

- To support community involvement, particularly among Russian-speaking people who are at greatest disadvantage such as minority ethnic community, asylum seekers, refugees, people on low income, unemployed people and lone parents;
- To provide services for Russian-speaking refugees and asylum seekers;
- To provide information about British law, culture, traditions, health service, and education system among Russian-speaking people.

The Russian Immigrants Association provides basic skills for life in UK (English language, job seekers club, counselling, training in IT, volunteering), information service (publishing and distributing information, newsletter, fliers, leaflets, etc.), an advice service (legal and

general advice support, family and children advice) and public activity for integration (sport club, children's music studio, environmental activities, festivals, etc.).

Most of the clients have problems adapting to life in the UK, as the main problem is lack of knowledge of the English language. The Association provides translation and interpreting services for such clients, and distribute all official translated materials from the Home Office.

Average Weekly Office Usage:	38.74 hours
Average Monthly Overall Usage:	241.04 hours
Minimum usage required for accommodation requested:	35 hours per week
Attendance at User Group Meetings:	Satisfactory
Quarterly Monitoring Form Returns:	Satisfactory

OFFICER RECOMMENDATION: Individual Office,

RECOMMENDATIONS FOR DESIGNATED DESK SPACE

1. Harrow African Caribbean Association (HACAS)

Current Accommodation: Designated Desk, Room 5
Requested Accommodation: Designated Desk

The aim of the Organisation is to unite the African-Caribbean communities in the Borough, to actively encourage a thriving membership and provide a meeting place. Services and activities include a weekly day centre for elderly people, which includes lunch, keep-fit, craft, games, speakers on various issues and day trips and a dance school for children aged 5-18 years. These activities are not held at the Community Premises.

Average Weekly Office Usage: 3.74 hours
Average Monthly Overall Usage: 24.63 hours
Minimum usage required for accommodation requested: 20 hours per month
Attendance at User Group Meetings: Satisfactory
Quarterly Monitoring Form Returns: Satisfactory

OFFICER RECOMMENDATION: Designated Desk

2. Harrow Bengalee Association (HBA)

Current Accommodation: Designated Desk, Room 8
Requested Accommodation: Designated Desk

The organisation was set up in 1989 to provide a common platform for the Bengalee residents in and around Harrow to share their views, experience, and concerns, and maintain their rich cultural heritage. The Association provides Mother tongue classes, singing classes, supplementary educational classes, cultural and social activities, health awareness sessions for adults and children and various information sessions on social issues.

Average Weekly Office Usage: 8.96 hours
Average Monthly Overall Usage: 65.75 hours
Minimum usage required for accommodation requested: 20 hours per month
Attendance at User Group Meetings: Satisfactory
Quarterly Monitoring Form Returns: Satisfactory

OFFICER RECOMMENDATION: Designated Desk

3. Harrow Kuwaiti Community Association

Current Accommodation: Casual Use, Room 10
Requested Accommodation: Individual Office

The Harrow Kuwaiti Community Association's objectives are to relieve need, hardship and distress to the Kuwaiti Bidoon and Arabic-speaking communities, particularly newly arrived refugees. The organisation provides translation services and advice regarding matters such as social and welfare rights, housing, community integration, education, training and employment.

Average Weekly Office Usage:	2.71 hours
Average Monthly Overall Usage:	36.75 hours
Minimum usage required for accommodation requested:	35 hours per week
Attendance at User Group Meetings:	Satisfactory
Quarterly Monitoring Form Returns:	Unsatisfactory

OFFICER RECOMMENDATION: Designated Desk

Officers will work with the organisation to ensure that they have a better understanding of the requirements of usage, e.g. returning quarterly monitoring forms, and review their accommodation allocation in six months.

4. Harrow Somali Women's Action Group (HASWAG)

Current Accommodation: Designated Desk, Room 1
Requested Accommodation: Designated Desk

HASWAG is a voluntary organisation, which provides a wide range of activities and services to Somali children and their parents. It aims to address and promote the welfare of social, cultural, and development needs of the Somali community in Harrow. It provides practical support and tries to build a bridge between mainstream service providers and community members disadvantaged by cultural and language barriers and to build up the Somali community in exile through empowering in particular young people and women.

HASWAG also provides help and advice to Somali women and families via a drop-in at the Community Premises. The office is usually open Monday to Friday between 9.30am to 5pm.

In addition, HASWAG runs a supplementary school for Somali pupils two afternoons a week from at Wealdstone Youth & Community Centre. The supplementary school provides additional help with Maths and English homework and tuition in Science, following the national curriculum, for children aged 5 to 16 years. Also, HASWAG runs a drop-in session once a week for children under 5 years old at Hillview Children's Centre to take part in programmes for early years.

Average Weekly Office Usage:	12.94 hours
Average Monthly Overall Usage:	104.75 hours

Minimum usage required for accommodation requested: 20 hours per month

Attendance at User Group Meetings: Satisfactory

Quarterly Monitoring Form Returns: Unsatisfactory

OFFICER RECOMMENDATION: Designated Desk

Officers will work with the organisation to ensure that they have a better understanding of the requirements of usage, e.g. returning quarterly monitoring forms, and review their accommodation allocation in six months.

5. Indian Association of Harrow

Current Accommodation: Designated Desk, Room 8

Requested Accommodation: Designated Desk

The Indian Association of Harrow was set up in 1976 with the following aims and objectives:

- To create a forum where the Indian community can pool resources and skills and form strategies to enrich the social and cultural aspects of the community they live in;
- To promote the social and economic welfare for Indians to enable them to contribute fully to the economic regeneration of the United Kingdom;
- To establish strategic alliances with other minority and mainstream organisations to create better understanding between communities;
- To provide support and leisure facilities for young people plus facilities for young people to learn Indian dance, music and languages;
- To provide information and advisory services to people in need, e.g. the elderly.

Average Weekly Office Usage: 2.16 hours

Average Monthly Overall Usage: 20.88 hours

Minimum usage required for accommodation requested: 20 hours per month

Attendance at User Group Meetings: Unsatisfactory

Quarterly Monitoring Form Returns: Satisfactory

OFFICER RECOMMENDATION: Designated Desk

Officers will work with the organisation to ensure that they have a better understanding of the requirements of usage, e.g. attendance at user group meetings, and review their accommodation allocation in six months.

6. Iwanaaji Somali Disabled Association

Current Accommodation: Designated Desk, Room 5
Requested Accommodation: Individual Office

Iwanaaji Somali Disabled Association is a member of Harrow Association of Somali Voluntary Organisations. The organisation provides advice and assistance to the Somali community in Harrow, in particular those with any type of disability. Services provided include advice on benefits, help with completing forms, accompanying clients to statutory agencies, e.g. Council, Benefits Agency and GPs and interpreting/translating.

Average Weekly Office Usage:	5.45 hours
Average Monthly Overall Usage:	42.88 hours
Minimum usage required for accommodation requested:	35 hours per week
Attendance at User Group Meetings:	Unsatisfactory
Quarterly Monitoring Form Returns:	Satisfactory

OFFICER RECOMMENDATION: Designated Desk

Officers will work with the organisation to ensure that they have a better understanding of the requirements of usage, e.g. attendance at user group meetings, and review their accommodation allocation in six months.

7. Pakistan Society of Harrow

Current Accommodation: Designated Desk, Room 8
Requested Accommodation: Individual Office

The Pakistan Society of Harrow targets most of its services towards young people, the elderly and women. For young people they organise inter-school debates, study circles, sports including badminton, cricket and swimming. For the elderly they run a photographic club, cycling club, reading club lunch club, Urdu classes and day trips to various places of interest. For women, the organise study circles, sewing classes, sports and computer classes and they also provide advice and support to women who suffer from forced marriages and domestic violence. A health newsletter for women was produced last year. First Aid classes are held for all members of the organisation, in association with St. John's Ambulance. The part-time Co-ordinator organises these activities and services from the designated desk at the Community Premises.

Average Weekly Office Usage:	22.06 hours
Average Monthly Overall Usage:	117.42 hours
Minimum usage required for accommodation requested:	35 hours per week
Attendance at User Group Meetings:	Satisfactory
Quarterly Monitoring Form Returns:	Satisfactory

OFFICER RECOMMENDATION: Designated Desk

8. Somali Cultural & Educational Association

Current Accommodation: Casual User, Room 10
Requested Accommodation: Individual Office

The Somali Cultural and Educational Association is a member of Harrow Association of Somali Voluntary Organisations. The organisation provides advice and assistance to the young Somali community in Harrow and promotes the educational, cultural and social needs of the young people. Services provided include a supplementary school, arts and folklore activities and sports activities.

Average Weekly Office Usage:	9.68 hours
Average Monthly Overall Usage:	40.04 hours
Minimum usage required for accommodation requested:	35 hours per week
Attendance at User Group Meetings:	Unsatisfactory
Quarterly Monitoring Form Returns:	Unsatisfactory

OFFICER RECOMMENDATION: Designated Desk

Officers will work with the organisation to ensure that they have a better understanding of the requirements of usage, e.g. returning quarterly monitoring forms and attendance at user group meetings, and review their accommodation allocation in six months.

CASUAL USE RECOMMENDATIONS

1. Association of Senior Muslim Citizens

Current Accommodation: Casual Use, Room 10
Requested Accommodation: Designated Desk

The organisation was established in 2003 with the aim of improving the lives of senior Muslims in Harrow and surrounding areas by informing them of benefits, services and facilities that are available to them, including specific training and advice in health awareness, and to reduce social isolation.

Average Weekly Office Usage:	0 hours
Average Monthly Overall Usage:	22.33 hours
Minimum usage required for accommodation requested:	20 hours per month
Attendance at User Group Meetings:	Satisfactory
Quarterly Monitoring Form Returns:	Satisfactory

OFFICER RECOMMENDATION: Casual Use

2. East African Welfare & Development Concern

Current Accommodation: Designated Desk, Room 1
Requested Accommodation: Designated Desk

The East African Welfare and Development Concern is a member of Harrow Association of Somali Voluntary Organisations. The organisation aims to relieve poverty amongst East African and Horn of Africa families in Harrow through information, advice and undertaking casework with individuals who are experiencing social economic and other forms of deprivation in particular matters relating to asylum, finance, housing, health and education. Services provided include advice on benefits, help with completing forms, accompanying clients to statutory agencies, e.g. local authority, Benefits Agency and GPs and interpreting/translating.

Average Weekly Office Usage:	0.75 hours
Average Monthly Overall Usage:	18.21 hours
Minimum usage required for accommodation requested:	20 hours per month
Attendance at User Group Meetings:	Satisfactory
Quarterly Monitoring Form Returns:	Unsatisfactory

OFFICER RECOMMENDATION: Casual Use

Officers will work with the organisation to ensure that they have a better understanding of the requirements of usage, e.g. returning quarterly monitoring forms, and review their accommodation allocation in six months.

3. Harrow Youth & Community Project

Current Accommodation: Casual Use, Room 10
Requested Accommodation: Casual Use

The Harrow Youth & Community Project was set up in 2002 to provide services for the local community, mostly in and around the Kenmore Park Estate area (Kenton). The services were primarily aimed at young people, but the organisation is now also running services for the elderly. Two youth clubs, one for 11-12 year olds and one for 13-17 year olds, are held weekly and an older people's club is held weekly at Kenmore Park Community Hall.

Average Weekly Office Usage:	1.28 hours
Average Monthly Overall Usage:	5.83 hours
Minimum usage required for accommodation requested:	4 hours per month
Attendance at User Group Meetings:	Satisfactory
Quarterly Monitoring Form Returns:	Unsatisfactory

OFFICER RECOMMENDATION: Casual Use

Officers will work with the organisation to ensure that they have a better understanding of the requirements of usage, e.g. returning quarterly monitoring forms, and review their accommodation allocation in six months.

4. Horn Response Project

Current Accommodation: Casual Use, Room 10
Requested Accommodation: Individual Office

The Horn Response Project is a member of Harrow Association of Somali Voluntary Organisations. The organisation provides advice and assistance to the Somali community in Harrow, in particular those with mental health issues. Services provided include practical support for inpatients and outpatients, counselling and interpreting at mental health sessions with clients. Advice is given on benefits, help with completing forms and accompanying clients to statutory agencies, e.g. Council, Benefits Agency and GPs.

Average Weekly Office Usage:	1.06 hours
Average Monthly Overall Usage:	19.88 hours
Minimum usage required for accommodation requested:	35 hours per week
Attendance at User Group Meetings:	Unsatisfactory
Quarterly Monitoring Form Returns:	Unsatisfactory

OFFICER RECOMMENDATION: Casual Use

Officers will work with the organisation to ensure that they have a better understanding of the requirements of usage, e.g. returning quarterly monitoring forms and attendance at user group meetings, and review their accommodation allocation in six months.

5. Tamil Community Centre

Current Accommodation: Casual Use, Room 10
Requested Accommodation: Designated Desk

The Tamil Community Centre was set up in 1999, and is a company limited by guarantee. The organisation aims to contribute to the relief of poverty, sickness, hardship, homelessness, distress and social exclusion amongst their community in West London, and particularly in the Borough of Harrow.

Average Weekly Office Usage:	0 hours
Average Monthly Overall Usage:	44.46 hours
Minimum usage required for accommodation requested:	20 hours per month
Attendance at User Group Meetings:	Unsatisfactory
Quarterly Monitoring Form Returns:	Unsatisfactory

OFFICER RECOMMENDATION: Casual Use

Officers will work with the organisation to ensure that they have a better understanding of the requirements of usage, e.g. returning quarterly monitoring forms and attendance at user group meetings, and review their accommodation allocation in six months.

6. Bridge Organisation Limited

Current Accommodation: New applicant
Requested Accommodation: Individual Office

The Bridge Organisation aims to improve the employment and career development of Somali youths residing in the Borough of Harrow, especially those aged between 12-25 years old. The organisation aims to target young Somalis that have been excluded from school, the unemployed, those with minor criminal records and those with drug issues.

OFFICER RECOMMENDATION: Casual Use

Officers will review the organisation's usage after six months.

7. Harrow Agenda 21

Current Accommodation: New applicant
Requested Accommodation: Designated Desk

Harrow Agenda 21 aims to make Harrow a more environmentally sustainable place to live, work and visit. They hope to do this by influencing Harrow Council to introduce more sustainable policies and procedures, by encouraging and informing residents to adopt more sustainable lifestyles, through direct contact, and through schools, community groups and employers.

HA21 facilitates networking between community sector organisations by:-

- Regular Action Group meetings at various venues including Civic Centre;
- Regular general office meetings on Monday mornings at the Chair's house in Kenton;
- Regular EC meetings bi-monthly at the Civic Centre;
- Maintenance of website;
- Organising displays at local shows, e.g. Grimsdyke, Roxeth, Harrow in Leaf;
- Training for various skills – PQASSO, fund-raising and management of project funds;
- Consultations with Council as a key stakeholder – Sustainable Communities Plan, Harrow Strategic Partnership, Greener Harrow;
- Meetings with Energy Officer in Civic Centre to develop a joint energy strategy;
- Participation in the production of the Biodiversity Action Plan for the Borough;
- Chairing the Education Group;
- Production of a termly Schools Environmental Newsletter;
- Schools environmental competition;
- Consumer Group – allotment development, incorporating a diverse range of volunteer effort, including young offenders.

HA21 would use the accommodation requested for committee meetings, networking meetings, project planning, campaign development meetings, office/administrative work, meeting and interviewing volunteers and as a central communication point via post and telephone.

OFFICER RECOMMENDATION: Casual Use

Officers will review the organisation's usage after six months.

8. Hestia Housing & Support (Women's Aid Harrow)

Current Accommodation: New applicant
Requested Accommodation: Individual Office

The Women's Aid Harrow Outreach Service is a community-based service, based at Harrow Women's Centre, and is a crisis-led service but also provides ongoing support for women and children who are experiencing or have experienced domestic violence. A referral system is in place, whereby a professional or a woman can refer herself to the Service. Satellite drop-ins can take place around the borough where women can meet with the outreach worker to discuss their issues and receive information and support. A weekly drop-in session takes place at Harrow Women's Centre. Support given includes advocacy, counselling and advice on a variety of issues including housing, benefits, education. Training is also provided by the Outreach Service to local agencies.

The organisation originally requested use of an individual office at the Community Premises where staff and volunteers could meet service users. However, having seen the potential space available to them should they be allocated the individual office that is currently vacant, they have now asked to be considered for casual use so that they can still make use of the counselling rooms for drop-in sessions and the meeting room for internal and external meetings. The organisation feels that due to the confidential aspects of their work they are unable to share an office with any other organisation. The location opposite Harrow Police Station will facilitate closer collaboration with the Community Safety Unit, whom many clients are referred from.

OFFICER RECOMMENDATION: Casual Use

Officers will review the organisation's usage after six months.



GUIDANCE NOTES FOR COMMUNITY PREMISES APPLICANTS 2007/08

Please read the following notes carefully before completing your application form for Community Premises accommodation to ensure that your organisation is eligible and that your activities match the Council's funding priorities and common grants criteria.

A. Qualifying Conditions

Organisations must meet the following conditions in order to apply:

- The applicant must be a voluntary group based in Harrow, with 80% of its users, management committee and 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 demonstrate that it is a voluntary organisation and not a profit making concern;
- 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 must have no accommodation of their own. The Council reserves the right to review the tenure after a period of 3 years;
- The organisation must agree to provide audited accounts (where audited accounts are not available, management accounts and copies of bank statements are appropriate);
- Organisations in receipt of funding in excess of £1,000 per annum from Harrow Council,
- New applicants should provide references that verify that the management committee members have been residents of Harrow for a certain period. References should be provided by agencies that have worked with the group, e.g. HAVS, HCRE, Harrow Refugee Forum or Council Officers.

B. Common Grants Criteria

The Council uses the following grants criteria to assess applications for Community Premises applications. Applications must be consistent with one or more of the headings within the council's Community Strategy:

- **Empowering Local Communities** - To promote the objectives of community cohesion, equality of access to services and life opportunities for all, enhancing the quality of life of older people, working with the voluntary and community sector as equal partners and celebrating the diversity of the communities of Harrow.

- **Safer Harrow** - To promote and increase the safety of the whole community by working in partnership to reduce crime, disorder and the fear of crime; to reduce the incidence of personal, home, fire and road accidents within Harrow.
- **Regenerating Harrow** - To create a more vibrant and sustainable community with a diversity of employment, thriving businesses, a broad range of good quality and affordable homes and a dynamic town centre.
- **Greener Harrow** - To create a cleaner, greener, sustainable and more attractive Harrow in which to live, work and visit.
- **Children and Young People** - To ensure that the life chances of children and young people are enhanced and supported by the provision of universal and targeted services. To ensure that services are provided for children, young people and their families at appropriate times in their development and transition in an accessible, transparent and seamless fashion across all agencies. To ensure that every child has the chance to fulfil his or her potential by reducing levels of educational failure, ill health, substance misuse, teenage pregnancy, abuse and neglect, crime and anti-social behaviour.
- **Learning for All** - To create a borough where everybody has the opportunity to fulfil their potential through improved standards of education and wider participation in lifelong learning.
- **Making ICT Work** - To develop the availability and use of Information and Communications Technology (ICT) across Harrow to enable better and faster access to information and services for the residents of Harrow and facilitate “joined up” working between all partner organisations.
- **Healthy Harrow** - To improve the health of local people by tackling health inequalities and enhancing health and social care services in Harrow.

C. Criteria for the use of the premises

In addition, applicants for accommodation at the premises must satisfy the following criteria and conditions of grant aid:

1. The community premises are primarily for new and emerging groups.
2. The main purpose of the premises is to support community development initiatives, and priority will be given to those agreeing to set service development criteria linked to the Harrow Community Strategy Priorities.
3. All applications for accommodation are considered on an annual basis. Organisations allocated accommodation are required to demonstrate that their organisation has developed, evidence of which must be provided on request.
4. Accommodation will initially be allocated for a period of three years, however this may be extended for a further period, subject to satisfactory annual reviews, and agreement by the Council.
5. All users will be subject to monitoring, and their use of the premises will be evaluated to prioritise the allocation of accommodation.
6. Monitoring and evaluation of community premises' use is based on a combination of the monitoring of physical attendance and agreed criteria to evaluate community and organisation development (paragraph D).
7. All users of the premises will be assessed and monitored in accordance with agreed benchmarking criteria (paragraph F). Those groups which fail to make progress may be given 28 days notice to vacate the premises.
8. Umbrella organisations or organisations providing outreach services may make use of facilities booked under the casual use booking system, if available.
9. Decisions to exclude an organisation are taken by Members, but officers are authorised to suspend an organisation until that decision is taken.

D. Types of accommodation

There are four types of accommodation: individual offices, designated desks, casual use, and post box for correspondence. All users are entitled to up to three keys or entry cards (which are time-limited) per organisation and are able to access the premises during the opening hours of 9 a.m. to 10 p.m. Monday – Saturday and 9 a.m. to 6 p.m. on Sundays. **This does not apply to new users who are subject to a six-month probation period (see below).**

(1) Individual offices and designated desks

Users with individual offices or designated desks are able to install a telephone subject to certain conditions to that specified accommodation. Storage space is made available at the allocated space. Additional equipment can be installed and left at the premises subject to suitable insurance and acceptance risk. They are entitled to a set allocation of photocopies. The allocation of individual offices and designated desks is only drawn from existing casual users unless the Grants Advisory Panel makes a specific decision.

(2) Casual Use

Casual users are not allocated a desk and space is subject to availability and pre-booking (if necessary). Casual users have access to a limited number of photocopying facilities and use of meeting rooms but are not allowed to install telephones or other equipment. Limited locker facilities are available and storage space is allocated on the basis of need. Casual users are expected to leave the space they have used in a clear, clean and tidy condition at the end of the booked session. **Failure to do so will result in termination of their casual user status.**

(3) Post Box address for correspondence

Post box users are allocated facilities for receiving incoming mail, which can be collected by arrangement with the Community Premises Co-ordinator. Post box users also have access to a limited number of photocopying facilities and use of meeting rooms through the normal booking procedures.

(4) New users – probation period

All new users will be subject to a six-month probation period. During this period, they will only be able to access the premises when premises staff are present and will only be entitled to entry cards, which are time-limited. Premises staff will meet with new users on a monthly basis to monitor their progress and identify any needs they may have. After an organisation has passed the probation period successfully, they will be given keys/entry cards to enable them to access the premises between the times stated under C above.

There is no discretion on the part of the premises staff to vary the conditions.

E. Criteria for allocation of space

The Grants Advisory Panel has decided that allocation of premises should primarily be based upon the value that the people of Harrow obtain from organisations using the premises. To this end, all user groups are required to complete annually a simple form showing the performance of their organisation.

To achieve added value for the community, the organisations clearly have to demonstrate not only that their work achieves benefits, but that they can make use of the facilities that are available. Accordingly, usage (both past and predicted) is an important factor in allocation.

1. Individual office: To warrant an organisation being allocated an individual office, it must:

- be able to occupy the office for **more than 35 hours per week**
- provide evidence of achievements, which are in line with the Harrow Community Strategy and a level of activity, which justifies the hours spent in the premises.

2. Designated desk in a specified room: An organisation must:

- demonstrate that it uses the office **at least 20 hours per month**
- provide evidence of achievements, which are in line with the Harrow Community Strategy and a level of activity, which justifies the hours spent in the premises.

3. Casual use: For this an organisation must:

- demonstrate that it uses the office **at least 4 hours per month**
- provide an action plan, which outlines activities that are in line with the Harrow Community Strategy.

4. Post Box address for correspondence: For this an organisation must:

- provide an action plan, which outlines activities that are in line with the Harrow Community Strategy.

F. Conditions of use

1. All users will be required to sign a Facilities Use Agreement.
2. Keys/entry cards will be issued to all organisations after they have passed their six-month probation period. Key/card holders will be able to use the premises at evenings and weekends within the times specified in the Facilities Use Agreement.
3. New users are only permitted to use the premises Monday to Friday from 9.00am to 5.00pm during their probation period.
4. All visitors and users are required to log in and out of the premises as a condition of grant aid.
5. Keys to the premises are only given to users solely for the use of their organisations and must be signed for by individual members of the organisations.
6. Users are required to abide by the code of conduct and the complaints procedure of the premises.

G. Benchmarking criteria for the use of the community premises

1. Record of attendance (including attendance at quarterly User Group meetings);
2. Submission of quarterly monitoring forms, which will include statistical information on:
 - Number of cases dealt with;
 - Number of people visiting the project;
 - Evidence of an active management committee, i.e:
 - frequency of meetings
 - number of members attending regularly

written and verbal reports considered at each meeting
accurate minutes produced and circulated

- Evidence of community involvement, i.e:
information provided to members/users regularly
members/users are consulted and invited to participate in activities and decision-making
number of members in relation to their numbers in the community
number of people attending social and cultural events
testimonials/ thank you letters from individual users and organisations/ agencies the group is working with.
3. Evidence of gradual improvement in the administrative and financial records and systems being used by organisations.
 4. Annual return showing evidence of efforts made to raise funds from sources other than the Council.
 5. Evidence of relationship with other projects/agencies/ Harrow Partnership:
 - Membership of consultative groups, umbrella organisations, consortia and partnerships
 - Records of referrals to and from other agencies.

Completed application forms should be returned by no later than Friday 19th October 2007 to:

**Grants Unit
Harrow Council London
Community & Cultural Services
Civic 1, 3rd Floor, South Wing
Station Road
Harrow HA1 2XF.**

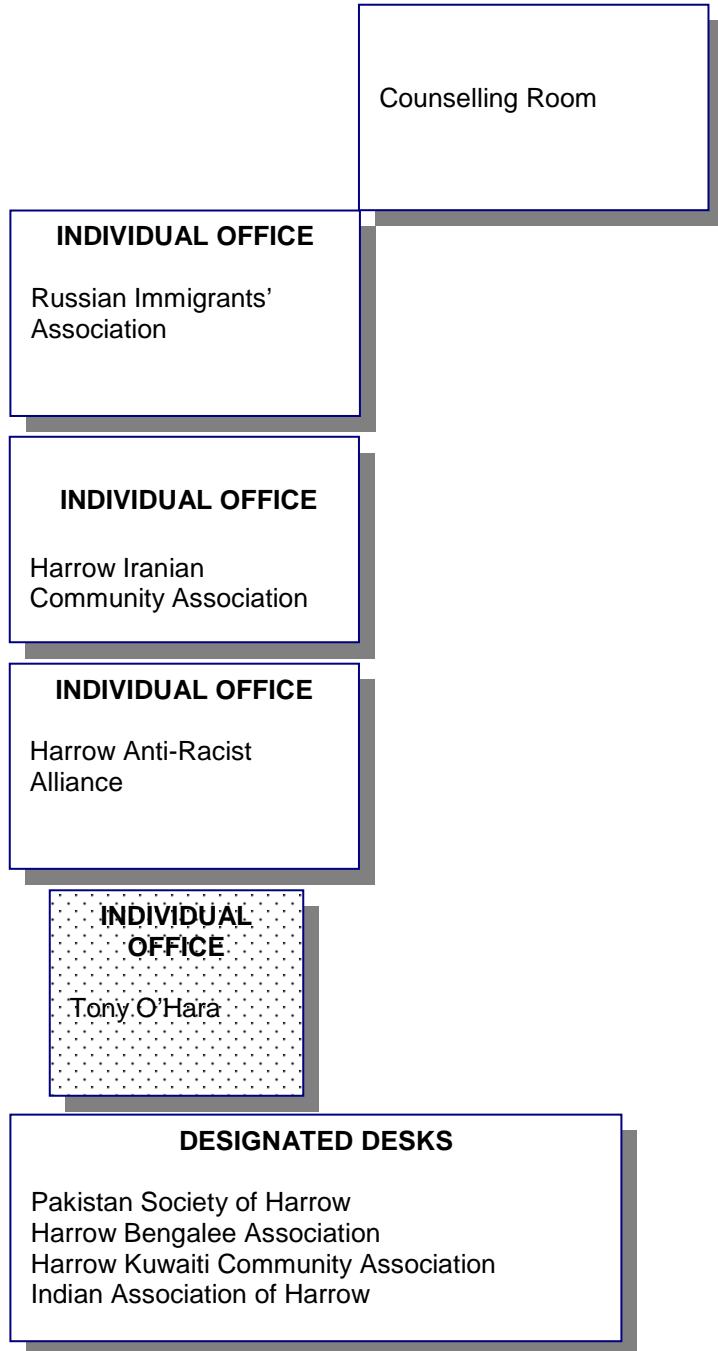
If you wish to discuss your application with an officer, please contact Charlotte Clark, Senior Grants Officer, on 020 8426 4531 or Tony O'Hara, Community Premises Co-ordinator, on 020 8426 4531.

Appendix 4a

LIST OF RECOMMENDED ALLOCATIONS

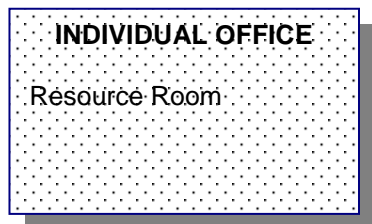
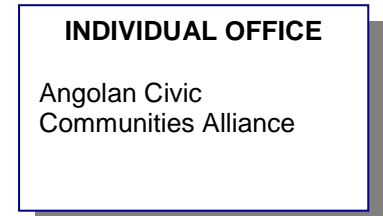
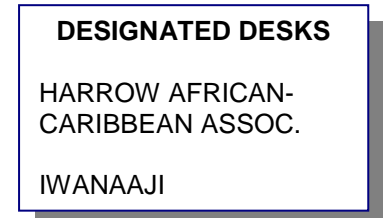
ORGANISATION	ACCOMMODATION
Harrow Somali Women's Action Group	Designated Desk
Somali Cultural & Educational Association	Designated Desk
Angolan Civic Communities Alliance	Individual Office
Harrow African Caribbean Association	Designated Desk
Iwaanaji Somali Disabled Association	Designated Desk
Counselling Room	
Russian Immigrants Association	Individual Office
Harrow Iranian Community Association	Individual Office
Harrow Anti-Racist Alliance	Individual Office
Community Premises Co-ordinator	
Harrow Bengalee Association	Designated Desk
Harrow Kuwaiti Community Association	Designated Desk
Indian Association of Harrow	Designated Desk
Pakistan Society of Harrow	Designated Desk
Resource Room	
Association of Senior Muslim Citizens	Casual Use
Bridge Organisation	Casual Use
East African Welfare & Development Concern	Casual Use
Harrow Agenda 21	Casual Use
Harrow Youth & Community Project	Casual Use
Hestia Housing & Support (Women's Aid Harrow)	Casual Use
Horn Response Project	Casual Use
Tamil Community Centre	Casual Use

Appendix 4b



Recommended Community Premises Plan

Kitchen Area



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