



# GRANTS ADVISORY PANEL

**MONDAY 8 JUNE 2009**

**7.30 PM**

**PANEL AGENDA (ADVISORY)**

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

**MEMBERSHIP (Quorum 3)**

**Chairman: Councillor Chris Mote**

**Councillors:**

**Don Billson  
G Chowdhury  
Ashok Kulkarni  
Mrs Myra Michael  
Joyce Nickolay**

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

**Adviser: Mike Coker, Representative, Voluntary and Community Sector Representative**

**Reserve Members:**

**1. Manji Kara  
2. Yogesh Teli  
3. Narinder Singh Mudhar  
4. Jeremy Zeid  
5. Susan Hall  
6. Julia Merison**

**1. Nizam Ismail  
2. David Gawn  
3. Thaya Idaikkadar  
4. Krishna James**

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

**Contact: Paul Gallagher, Democratic Services Officer  
Tel: 020 8424 1265 E-mail: paul.gallagher@harrow.gov.uk**

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

**HARROW COUNCIL**

**GRANTS ADVISORY PANEL**

**MONDAY 8 JUNE 2009**

**AGENDA - PART I**

1. **Appointment of Advisory Panel Chairman:**

To note the appointment of Councillor Chris Mote at the Cabinet meeting on 14 May 2009 under the provisions of Advisory Panel and Consultative Forum Procedure Rule 5.1 as Chairman of the Grants Advisory Panel until 31 August 2009.

2. **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.

3. **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.

4. **Appointment of Vice-Chairman:**

To appoint a Vice-Chairman of the Grants Advisory Panel for the Municipal Year 2009/10.

Enc. 5. **Minutes:** (Pages 1 - 10)

That the minutes of the meeting held on 4 March 2009 be taken as read and signed as a correct record.

6. **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).

7. **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).

8. **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].

9. **Appointment of Panel Advisor:**  
To appoint Mike Coker as the adviser to the Grants Advisory Panel for the Municipal Year 2009/2010.

Enc. 10. **Interim Review of Grant Criteria 2010-11:** (Pages 11 - 30)  
Report of the Corporate Director of Community and Environment.

Enc. 11. **Grant Funding 2009/10 - Grant Appeals:** (Pages 31 - 50)  
Report of the Corporate Director of Community and Environment.

Enc. 12. **Community Premises, 27 Northolt Road - Accommodation/Usage Categories:** (Pages 51 - 60)  
Report of the Corporate Director of Community and Environment.

Enc. 13. **Street Collections 2009:** (Pages 61 - 78)  
Report of the Director of Community and Cultural Services.

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

15. **Exclusion of the Press and Public:**  
To resolve that the press and public be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of confidential information in breach of an obligation of confidence, or of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972:

<u>Agenda Item No</u>	<u>Title</u>	<u>Description of Exempt Information</u>
16.	Grants Funding 2009/10 – Grant Appeals	Information under paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972, relating to any individual.
17.	Street Collections 2009	Information under paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972, relating to any individual.

## AGENDA - PART II

- Enc. 16. **Grant Funding 2009/10 - Grant Appeals:** (Pages 79 - 86)  
Confidential Appendix 4 to Agenda Item 11.
  
- Enc. 17. **Street Collections 2009:** (Pages 87 - 94)  
Confidential Appendices 2 and 3 to Agenda Item 13.

## GRANTS ADVISORY PANEL

4 MARCH 2009

- Chairman: \* Councillor Chris Mote
- Councillors: \* Ms Nana Asante \* Mrs Myra Michael  
\* Don Billson \* Joyce Nickolay  
\* G Chowdhury \* Mrs Rekha Shah  
\* Thaya Idaikkadar (3) \* Mrs Sasi Suresh  
\* Ashok Kulkarni
- Adviser: \* Mike Coker, Representative, Voluntary and Community Sector Representative

- \* Denotes Member present  
(3) Denotes category of Reserve Member

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Grants Applications 2009/2010**

The Panel received a report of the Director of Community and Cultural Services which outlined the applications made for funding and the grants-based service level agreements to be awarded for the 2009/10 financial year.

**Resolved to RECOMMEND:** (to Cabinet)

That (1) organisations currently receiving a grant through a three-year service level agreement as listed in Appendix 1 of the minutes continue to receive funding with inflation additions to salaries, with the exception of, Harrow Association of Somali Voluntary Organisations, Harrow Sports Council, Harrow Weald Common Conservators, in the 2009/10 financial year;

(2) a grant of £15,000 be awarded to the Harrow Heritage Trust from the Council's Capital Programme for the 2009/10 financial year;

(3) the recommendations detailed in Appendix 1 of these minutes be agreed.

**[Reason for Recommendations:** To enable the allocation of funding to voluntary organisations for 2009/2010.]

(See also Minute 156)

**RECOMMENDATION 2 - Welldon Activity Group (Additional Funding)**

An officer presented a report of the Director of Community and Cultural Services that requested for additional funding of £10,000 from the total underspend of £11,034 in 2008/09 to be allocated to the Welldon Activity Group to enable them to pay rent to their landlord.

**Resolved to RECOMMEND:** (To the Portfolio Holder for Community and Cultural Services)

That (1) an additional grant of £10,000 be awarded to the Welldon Activity Group to pay rent on their premises in Hindes Road, Harrow; and

(2) in the event that a COMPACT challenge on the award is successful, the Chairman should have delegated authority to liaise with Harrow Association of Voluntary Services (HAVS) or a similar organisation to ascertain the possibility of administering the unallocated underspend of £11,034 to the voluntary sector, subject to a criteria for allocation and the suspension of an administration fee being agreed with the Council.

**[Reason for Recommendations:** (1) To utilise the unspent grant budget from 2008/09, which according to Council guidelines cannot be carried forward into the 2009/10 grants budget if it remains unspent.

(2) To enable Welldon Activity Group to continue providing their service and care to the 8 service users with disabilities that are referred through Harrow Council}

(See also Minute 157)

**PART II - MINUTES**148. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor Asad Omar

Reserve Member

Councillor Thaya Idaikkadar

149. **Declarations of Interest:**

**RESOLVED:** To note that the following interests were declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
7. Grant Applications 2009-10	Councillor Nana Asante	Councillor Asante declared a personal interest on this item, in that she was a representative of the Council on Harrow In Europe. Accordingly, she remained in the room during the discussion and decision-making for this item.
		Councillor Asante declared a personal interest on this item, in that she was a representative of the Council on Harrow Agenda 21 Environmental Forum. Accordingly, she remained in the room during the discussion and decision-making for this item.
	Councillor Thaya Idaikkadar	Councillor Thaya Idaikkadar declared a personal interest in that he was involved with the Pakistan Society of Harrow. Accordingly, he remained in the room during the discussion and decision-making on this item.
	Councillor Myra Michael	Councillor Myra Michael declared a personal interest in that she was a representative of the Council for Age Concern, Harrow. Accordingly, she remained in the room during the discussion and decision-making on this item.
	Councillor Chris Mote	Councillor Chris Mote declared a prejudicial interest in that his sister was a fundraiser for St Luke's Hospice. Accordingly, he left the room and took no part in the discussion and decision-making on this item.
	Councillor Joyce Nickolay	Councillor Joyce Nickolay declared a personal interest in the following organisations. Accordingly, she remained in the room for the discussion and decision-making on this item: <ul style="list-style-type: none"> <li>• Bentley Priory Nature Reserve</li> <li>• Harrow Agenda 21 Environmental Forum</li> <li>• Harrow Association of Voluntary Services</li> <li>• Harrow in Europe</li> <li>• Harrow Weald Common Board of Conservators</li> </ul>



151. **Public Questions, Petitions, Deputations:**

**RESOLVED:** To note that no public questions, petitions or deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16, 14 and 15 respectively (Part 4E of the Constitution).

152. **Grant Applications 2009/2010:**

Further to Recommendation 1, a Member of the Panel requested for officers to look into how funding should be allocated to the Harrow Heritage Trust for the 2009/10 financial year. He added that the funding could not be monitored effectively by grants officers as it was part of the Council's Capital programme.

Another Member of the Panel commented that organisations met the grants funding criteria, if it was based in Harrow and 80% of the beneficiaries of the service provided were Harrow residents. The Member added that allocations of grants should be fair and equitable. A discussion took place on the allocation of grants to groups, such as, Girl Guiding Middlesex North West, which fell outside the published criteria and Headway and St. Luke's Hospice, who were based in Harrow followed. The Panel referred to copies of the original grant applications contained in the exempt documents and to an email sent by officers to Members. The adviser to the Panel recommended that if a group that did not meet the criteria and were allocated funding on an historical basis, it could cause resentment to other organisations who had not received a grant for not meeting the criteria. The Legal officer advised that all organisations should be considered fairly.

The Chairman added that exceptional circumstances would be required before the Panel should allocate funding. Another Member commented that they should allocate funding to Girl Guiding Middlesex North West as they felt that organisation provided an important service to the 50% of its beneficiaries who were Harrow residents.

Upon a vote, the Panel resolved to recommend to Cabinet that a grant be provided to Girl guides Middlesex North West.

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

153. **Welldon Activity Group (Additional Funding):**  
(See Recommendation 2)154. **Exclusion of the Press and Public:**

**RESOLVED:** That the press and public be excluded from the meeting for the following items for the reasons set out below:

<u>Item</u>	<u>Title</u>	<u>Reason</u>
11.	Other Background Papers to Grant Applications 2009/2010	The item contained information under Paragraphs 1 and 3 of Part I of Schedule 12A of the Local Government Act 1972, relating to any individual and the financial and business affairs of any particular person, including the authority holding that information.
12.	Appendices to Welldon Activity Group (Additional Funding)	The item contained information under Paragraphs 1 and 3 of Part I of Schedule 12A of the Local Government Act 1972, relating to any individual and the financial and business affairs of any particular person, including the authority holding that information.

155. **Any Other Urgent Business:**

A Member asked officers on whether grant papers could be circulated shortly after applications for the following financial year had been received, so that the Panel had a longer period of time to consider them. An officer advised that, the team had endeavoured to analyse and process the applications, so that papers were forwarded for Members to consider at the earliest opportunity.

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



156. **Other Background Papers to Grant Applications 2009/2010:**  
The Panel received exempt Background Papers to Grant Applications 2009/10 to the report on Grant applications.
- RESOLVED:** That the exempt background papers be noted.
157. **Appendices to Welldon Activity Group (Additional Funding):**  
The Panel received exempt Appendices to the report on Welldon Activity Group (Additional Funding).
- RESOLVED:** That the exempt appendices be noted.
158. **Extension and Termination of the Meeting:**  
In accordance with the Advisory and Consultative Procedure Rule 13 (Part 4E of the Constitution) it was:
- RESOLVED:** At (1) 9.55 pm to continue until 10.30 pm;  
(2) 10.29 pm to continue until 11.00 pm.
- (Note: The meeting having commenced at 7.32 pm, closed at 10.55 pm)

(Signed) COUNCILLOR CHRIS MOTE  
Chairman

**APPENDIX 1****GRANTS APPROVED TO VOLUNTARY ORGANISATIONS 2009/2010**

<b><u>Organisation</u></b>	<b><u>Amount recommended (£)</u></b>	<b><u>Amount granted (£)</u></b>	<b><u>Reason for Recommendation</u></b>
<b>APPLICANTS FUNDED UNDER 3-YEAR SERVICE LEVEL AGREEMENTS</b>			
HARROW ASSOCIATION OF DISABLED PEOPLE	46,722	46,722	In accordance with criteria and officer recommendations
HARROW ASSOCIATION OF SOMALI VOLUNTARY ORGANISATIONS (HASVO)	10,200	10,200	In accordance with criteria and officer recommendations
HARROW ASSOCIATION OF VOLUNTARY SERVICES	94,439	94,439	In accordance with criteria and officer recommendations
HARROW CITIZENS ADVICE BUREAU	104,349	104,349	In accordance with criteria and officer recommendations
HARROW COUNCIL FOR RACIAL EQUALITY	59,765	59,765	In accordance with criteria and officer recommendations
HARROW SHOPMOBILITY SCHEME	15,121	15,121	In accordance with criteria and officer recommendations
HARROW SPORTS COUNCIL	27,540	27,540	In accordance with criteria and officer recommendations
HARROW WEALD COMMON BOARD OF CONSERVATORS	28,500	28,500	In accordance with criteria and officer recommendations
HARROW WOMEN'S CENTRE	59,045	59,045	In accordance with criteria and officer recommendations
HESTIA HOUSING & SUPPORT (PREVIOUSLY WOMEN'S AID, HARROW)	31,136	31,136	In accordance with criteria and officer recommendations
IGNITE TRUST	10,379	10,379	In accordance with criteria and officer recommendations
RELATE	24,063	24,063	In accordance with criteria and officer recommendations
VICTIM SUPPORT HARROW	16,740	16,740	In accordance with criteria and officer recommendations
WELLDON ACTIVITY GROUP	22,988	22,988	In accordance with criteria and officer recommendations
<b>TOTAL</b>	<b>550,985</b>	<b>550,985</b>	<b>N/A</b>
<b>APPLICANTS FOR GRANTS IN 2009/10</b>			
ADHD SUPPORT GROUP	10,080	9,000	The organisation receives funding from other sources. The amount recommended would pay the Project Manager's salary.
AGE CONCERN HARROW	12,663	5,000	The organisation should seek to reduce the subsidy provided to service users.
ANGOLAN CIVIC COMMUNITIES ALLIANCE (ACCA)	4,000	4,000	In accordance with criteria and officer recommendations
ASHIANA	1,920	3,060	In accordance with the grant received in the previous financial year 2008/09

<u>Organisation</u>	<u>Amount recommended (£)</u>	<u>Amount granted (£)</u>	<u>Reason for Recommendation</u>
ASIAN ELDERLY GROUP	2,400	5,500	In accordance with the grant received in the previous financial year 2008/09
ASSOCIATION OF SENIOR MUSLIM CITIZENS	1,885	2,040	In accordance with the grant received in the previous financial year 2008/09
BENTLEY PRIORY NATURE RESERVE	3,500	3,500	In accordance with criteria and officer recommendations
CARRAMEA (CONSORTIUM OF ANTI-RACIST, REFUGEE AND MINORITY ETHNIC ASSOCIATIONS)	2,200	2,400	In accordance with the grant received in the previous financial year 2008/09
COMMUNITY LINK UP	5,650	5,650	In accordance with criteria and officer recommendations
HARROW AFRICAN-CARIBBEAN ASSOCIATION	4,500	6,732	In accordance with the grant received in the previous financial year 2008/09. The management committee should review the way in which volunteer expenses are paid.
HARROW AGENDA 21 ENVIRONMENTAL FORUM	5,730	5,730	In accordance with criteria and officer recommendations
HARROW ANTI-RACIST ALLIANCE ( HARA )	5,000	3,750	In accordance with the grant received in the previous financial year 2008/09
HARROW ASSOCIATION OF SOMALI VOLUNTARY ORGS (HASVO)	6,500	3,250	The organisation would not receive funding in the 2009/10 financial year and contributes to the well being of Somalian Community in Harrow.
HARROW BANGLADESHI ASSOCIATION	0	1,000	The organisations work was vital for community cohesion and should receive funding to continue it's work.
HARROW BENGALEE ASSOCIATION	2,100	2,729	In accordance with the grant received in the previous financial year 2008/09
HARROW BEREAVEMENT CARE (FORMERLY HBVS)	9,800	9,500	In accordance with the grant received in the previous financial year 2008/09
HARROW COMMUNITY RADIO	0	0	In accordance with criteria and officer recommendations
HARROW COMMUNITY TRANSPORT	8,840	8,840	In accordance with criteria and officer recommendations
HARROW CROSSROADS WITH OUTREACH	0	0	In accordance with criteria and officer recommendations
HARROW GINGERBREAD	1,400	1,530	In accordance with the grant received in the previous financial year 2008/09
HARROW HERITAGE TRUST	8,100	8,100	In accordance with criteria and officer recommendations
HARROW IN EUROPE ASSOCIATION (HIE)	5,100	5,100	In accordance with criteria and officer recommendations
HARROW INTER FAITH COUNCIL	2,710	2,710	In accordance with criteria and officer recommendations
HARROW IRANIAN COMMUNITY ASSOCIATION (HICA)	5,500	5,500	In accordance with criteria and officer recommendations

<u>Organisation</u>	<u>Amount recommended (£)</u>	<u>Amount granted (£)</u>	<u>Reason for Recommendation</u>
HARROW KUWAITI COMMUNITY ASSOCIATION	0	1,000	The organisations work was vital for community cohesion and should receive funding to continue it's work.
HARROW MENCAP	8,080	8,080	In accordance with criteria and officer recommendations
HARROW OVER 50s CLUB	960	2,000	In accordance with the grant received in the previous financial year 2008/09
HARROW PENSIONERS' ACTION ASSOCIATION	500	500	In accordance with criteria and officer recommendations
HARROW PRE-SCHOOL LEARNING ALLIANCE (HPSLA)	0	1,000	The organisation provides an invaluable service and should receive funding to support it's viability.
HARROW PUBLIC TRANSPORT USERS ASSOCIATION	360	400	The amount applied for to ensure that they can continue their activities at the same level as previous year
HARROW REFUGEE FORUM	7,000	7,000	In accordance with criteria and officer recommendations
HARROW SOMALI WOMEN'S ACTION GROUP (HASWAG)	5,100	5,100	In accordance with criteria and officer recommendations
HARROW TALKING NEWSPAPER	5,000	5,000	In accordance with criteria and officer recommendations
HARROW TAMIL ASSOCIATION	2,040	2,040	In accordance with criteria and officer recommendations
HARROW TAMIL SCHOOL ASSOCIATION	0	2,000	The organisations work was vital for community cohesion and should receive funding to continue it's work.
HEADWAY NW LONDON	3,487	3,487	In accordance with criteria and officer recommendations
HESTIA HOUSING & SUPPORT	11,830	5,295	To contribute to the organisations salary costs as they receive a significant amount of funding from other sources.
HOME START – HARROW	5,000	5,000	In accordance with criteria and officer recommendations
IGNITE TRUST (in addition to service level agreement)	0	0	In accordance with criteria and officer recommendations
INDIAN ASSOCIATION OF HARROW	0	1,000	The organisations work was vital for community cohesion and should receive funding to continue it's work.
KIDS CAN ACHIEVE	10,000	10,000	In accordance with criteria and officer recommendations
K.S.I.M SENIOR CITIZENS ASSOC	0	1,000	The organisations work was vital for community cohesion and should receive funding to continue it's work.
LONDON KALIBARI	0	1,500	The organisation had received funding in 2007/08 and work done promotes community cohesion

<u>Organisation</u>	<u>Amount recommended (£)</u>	<u>Amount granted (£)</u>	<u>Reason for Recommendation</u>
MIDDLESEX ASSOCIATION FOR THE BLIND	6,800	6,800	In accordance with criteria and officer recommendations
MIND IN HARROW	7,722	7,722	In accordance with criteria and officer recommendations
MULTIPLE SCLEROSIS SOCIETY-HARROW BRANCH	1,000	1,000	In accordance with criteria and officer recommendations
NATIONAL AUTISTIC SOCIETY-HARROW BRANCH	4,040	4,040	In accordance with criteria and officer recommendations
NATIONAL COUNCIL OF VANIK ASSOCIATIONS (UK)	0	1,000	The organisations work was vital for community cohesion and should receive funding to continue it's work.
NAVALAR TAMIL SCHOOL	0	1,000	The organisations work was vital for community cohesion and should receive funding to continue it's work.
PAKISTAN SOCIETY OF HARROW	6,775	6,775	In accordance with criteria and officer recommendations
PARKINSON'S DISEASE SOCIETY	2,500	2,500	In accordance with criteria and officer recommendations
ROYAL MENCAP SOCIETY, HARROW PATHWAY	0	0	In accordance with criteria and officer recommendations
RUSSIAN IMMIGRANTS ASSOCIATION	1,800	1,000	In accordance with the grant received in the previous financial year 2008/09
SANGAT ADVICE CENTRE	10,000	10,000	In accordance with criteria and officer recommendations
SPECIAL CONNECTION	1,000	1,000	In accordance with criteria and officer recommendations
ST. LUKES HOSPICE	5,000	5,000	In accordance with criteria and officer recommendations
UNITED SOMALI LEAGUE TRUST	0	0	In accordance with criteria and officer recommendations
U. K. ASIAN WOMEN'S CONFERENCE	1,200	1,200	In accordance with criteria and officer recommendations
WEALDSTONE ACTIVE COMMUNITY	1,200	1,200	In accordance with criteria and officer recommendations
WHITTLESEA LIFE SKILLS ASSOCIATION	3,920	3,920	In accordance with criteria and officer recommendations
WISH CENTRE (THE)	0	0	In accordance with criteria and officer recommendations
YOUTH UNITED	0	0	In accordance with criteria and officer recommendations
<b>TOTAL (£)</b>	<b>221,892</b>	<b>218,380</b>	
<b>REJECTED APPLICATIONS</b>			
GIRLGUIDING MIDDLESEX NORTH WEST	0	5,000	A large number of the beneficiaries of the services provided by the organisation are Harrow residents.
<b>TOTAL</b>	<b>0</b>	<b>5,000</b>	

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Meeting:	Grants Advisory Panel
Date:	8 <sup>th</sup> June 2009
Subject:	Interim Review of Grant Criteria 2010 - 11
Key Decision:	No
Responsible Officer:	Brendon Hills – Corporate Director (Community & Environment)
Portfolio Holder:	Councillor Chris Mote, Portfolio Holder for Community and Cultural Services
Exempt:	No
Enclosures:	Appendix 1: Grants Programme – Proposals for Change: 2010 - 2011 Appendix 2: Consultation questionnaire

## Section 1 – Summary and Recommendations

This report provides an update on action taken to respond to the Scrutiny Review – ‘Delivering a strengthened voluntary and community sector for Harrow’ (Nov 08), recommendation 15:

“For the Grants Advisory Panel to engage with the VCS to consider the criteria for 2010/11 grants round and take account of the concerns raised through this scrutiny review about the current system.”

### **Recommendations:**

There are no recommendations attached to this report as this is being presented as a discussion paper only.

The views of the Panel will be noted and incorporated into the final consultation report, and this will be presented to the Grants Advisory Panel meeting on 2<sup>nd</sup> July for consideration.

### **Reason: (For recommendation)**

To enable completion of the Scrutiny Review of the current grants process.

## **Section 2 – Report**

### **2.1 Introductory paragraph**

- 2.1.1 This discussion paper will enable the Panel to explore the options set out in the suggested changes detailed in appendix 1 of this report.
- 2.1.2 The voluntary and community sector (VCS) are being consulted on suggested changes to the grants programme - 6 weeks consultation with a closing date of 5<sup>th</sup> June 2009. A consultation report with recommendations will be presented to the Grants Advisory Panel meeting on 2<sup>nd</sup> July

### **2.2 Options considered**

#### **2.2.1 Suggested changes to the Grants Criteria:**

- 2.2.1.1 Change 1 – considers options for the statement regarding eligibility criteria for grant aid. (See pages 1 and 2 of Appendix 2 for details).
- 2.2.1.2 Change 2 – considers the size of grants available and whether the grants budget should be divided and a percentage allocated to the different size grants. (See pages 2 and 3 of Appendix 2 for details.)
- 2.2.1.3 Change 3 – considers whether funding priorities should be restricted to a few selected themes each year that reflect the Council's corporate priorities. (See page 4 of Appendix 2 for details.)
- 2.2.1.4 Change 4 – considers at what stage applicants should be asked to submit supporting documents and whether the amount awarded should reflect the amount of supporting documents requested. (See pages 4 and 5 of Appendix 2 for details).

### **2.3 Background**

- 2.3.1 During 2004, GAP approved the following recommendations which arose from the Council's strategic review of support to the voluntary sector, that:
- “Applicants must be a voluntary group based in Harrow, with 80% of its members/users from Harrow”.  
The latter part of the statement was amended at GAP in July 06 to read “....., with 80% of its beneficiaries either living or working in Harrow.”
  - “.... A threshold of £10,000 be established for SLA funding”; and in addition these would be issued on a 3-year term.
  - Grants under this £10,000 threshold would be subject to a simpler grant agreement.
  - “... the priorities of the Council's Community Strategy should be embedded in the grants processes”



2.3.2 As recommended by the Overview and Scrutiny Review in the interim report on 8<sup>th</sup> July 2008 and 9<sup>th</sup> December 2008, the Grants Advisory Panel should consult with the Voluntary and Community Sector, to address the concerns raised by the sector, in preparation for the grants round 2010/11.

## 2.4 Current situation

2.4.1 During 2008, Harrow Council undertook a scrutiny review to examine its relationship with the voluntary and community sector. Through this review, a number of concerns were raised about the current grants process. The scrutiny review made a number of recommendations, some of which will be further explored through the development of a Third Sector Strategy. The scrutiny review also recommended a review of current grant criteria to be made in the interim to the grants process for the 2010/2011 round.

## 2.5 Why a change is needed

2.3.3 The Overview and Scrutiny Review found that there was a lack of confidence and trust in the current grant arrangements; and the following concerns were expressed:

- (a) Lack of clarity about what the process is actually for
- (b) Lack of priorities in awarding grants
- (c) Concerns about the transparency of the process
- (d) Concerns about the appropriateness of criteria
- (e) Lack of effective appeals process
- (f) The application process
- (g) The need to strengthen monitoring arrangements
- (h) Grant awards do not match the amounts bid for.

It is recommended that the proposed changes address improvements to concerns (a), (b), (c) and (d), in the interim. Proposals to address items (e), (f) and (g) will be presented at the Grants Advisory Panel meeting on 2<sup>nd</sup> July 2009.

### Proposed Changes:

2.3.4 **The current grant eligibility criteria** states:

“The applicant must be a voluntary group based in Harrow with 80% of its beneficiaries either living or working in Harrow”.

This condition requires organisations to demonstrate that they are both based in Harrow, and deliver services to 80% of beneficiaries living or working in the borough.

This statement is open to interpretation, therefore it is suggested that the grant qualifying condition be stated more clearly by splitting it into the following two statements:

(1) “Grant aid will be available to support voluntary and community organisations to deliver services, where this resource is used solely for the benefit of people living in Harrow”

The second part could read as follows:

either

- The service provider can be based outside of Harrow but must deliver services in the borough

or

- the organisation must be based in Harrow

**2.3.5 Size of grants:** Each year the council agrees a grants budget for allocation to the voluntary and community sector. Last year, the total grants budget was £769,310 of which £550,987 (72%) was committed to extending the current SLAs for one year and £218,323 (28%) was available for ‘one-off’ projects for the year. Prospective applicants are not informed of the size of the grants budget available or the minimum and maximum grant sizes available. Therefore a number of organisations unwittingly make unreasonable requests for excessive amounts of funding; and are rejected on the basis that the grants budget has insufficient funds to meet these demands. The Overview and Scrutiny also identified this as an issue by stating that:

“...the majority of the grants budget is not actually ‘up for grabs’ each year as it has been committed to SLAs”.

It is suggested that three sizes of grants are made available:

- Small grants – value - £500 - £2000
- Medium grants – value - £2001 - £10,000
- Large grants – value - £10,001 - £100,000

to ensure that applicants are aware of the minimum and maximum grant aid available for each award.

As agreed in 2004, grants with a value of over £10,001 will continue to be issued as SLAs.

To improve transparency, it is also suggested that a percentage of the total grants budget is allocated to the different grant sizes. (See appendix 2 for options.)

**2.3.6 Funding priorities:** Grant aid enables the council and the voluntary and community sector to work in partnership to provide services that contribute to the delivery of Harrow’s corporate priorities and address the needs of its diverse community. Since 2004, applicants have been asked to demonstrate how their proposed project addresses funding priorities outlined in the Sustainable Community strategy. The Scrutiny review found that these priorities were considered to be too high level and too broad to properly inform the grants decision-making process and stressed the need for clearer objectives.

The Review also found that the sector believed, that in practice, these priorities had very little influence on the final funding decisions, as historical factors tended to override current priorities, thus restricting applications from new and emerging groups. Evidence from the 2009/10 grants round showed that 10 out of the 15 new applicants were not awarded funding.

It is suggested that the Panel agrees a limited number of funding priorities in advance of the next grants round that are in line with corporate and partnership priorities.

This approach is similar to other boroughs, for example: Brent Council targets their grants budget on one of the themes from their corporate strategy in a 3-year funding cycle; and during the 2009-12 funding round, the children and young people theme was the focus of the main grants programme.

- 2.3.7 **Conditions for approval of grant:** Currently applicants are required to provide supporting documents to demonstrate that they have the required structures and policies in place at the point of application. This forms the first stage of the assessment and applications will not be considered for funding if any of these documents are not submitted. The checking of documents is an administrative burden at the point of assessment of applications taking up valuable time that could be spent assessing applications against funding priorities. This requirement also presents challenges to new, emerging organisations who may not have all the required policies in place, and maybe applying for relatively small amounts of grant. It is therefore suggested that applicants be asked to provide this evidence, **only after** the grant has been agreed by Cabinet.

Currently, all applicants are required to submit the same number of supporting documents regardless of the level of funding requested. For example, an applicant requesting £500 would be expected to provide the same amount of information as someone applying for £10,000. It is therefore suggested that the amount of supporting documents required be proportionate to the amount of grant aid requested. (See page 4 of appendix 1 for details of the supporting documents required for each suggested type of grant.)

## **Implications of the Recommendation**

The Panel is requested to consider the possible implications of these proposals should they be agreed and implemented.

### **2.6 Resources, costs**

2.6.1 The aim is to provide improved clarity and transparency in the grants process that will lead to better use of existing resources. For example, if officers are no longer required to gather and collate documentary information as part of the first stage assessment, they will have more time to ensure that each application is assessed against the criteria and funding priorities.

### **2.7 Staffing/workforce**

2.7.1 As above

### **2.8 Equalities impact**

2.8.1 By dividing the budget into three sizes of grants and reducing the amount of documentary information required from organisations requesting less than £10,000, smaller grassroots organisations that tend to be from the black and ethnic minority community may be more able to access funding.

2.8.2 The targeting of the grants budget on a select number of themes from the Harrow Sustainable Community Strategy could have an adverse affect on those organisations that have previously benefited from grant aid.

2.8.3 An equalities impact assessment will be undertaken as part of the review, and the outcome of this will be presented to the Grants Advisory Panel meeting on 2<sup>nd</sup> July.

### **2.9 Legal comments**

2.9.1 There are no legal comments or implications as this report is only a discussion paper at this stage.

### **2.10 Community safety**

2.10.1 There are no implications as this report is only a discussion paper at this stage.

### **2.11 Financial Implications**

2.11.1 There are no financial implications as this report is only a discussion paper at this stage.

### **2.12 Performance Issues**

2.12.1 NI 7, which relates to creating an environment within which the voluntary and community sector can thrive, has been adopted as part of Harrow's Local Area Agreement. These suggested changes will

contribute to achieving an improved environment.

### **2.13 Environmental Impact**

2.13.1 There are no environmental implications as this report is only a discussion paper at this stage.

### **2.14 Risk Management Implications**

2.14.1 There are no risk management implications as this report is only a discussion paper at this stage.

### Section 3 - Statutory Officer Clearance

Name: Sheela Thakrar	<input checked="" type="checkbox"/>	on behalf of the* Chief Financial Officer
Date: 26 <sup>th</sup> May 2009		
Name: Jessica Farmer	<input checked="" type="checkbox"/>	on behalf of the* Monitoring Officer
Date: 27 <sup>th</sup> May 2009		

### Section 4 – Performance Officer Clearance

Name: Tom Whiting	<input checked="" type="checkbox"/>	Divisional Director (Strategy and Improvement)
Date: 22 <sup>nd</sup> May 2009		

### Section 5 – Environmental Impact Officer Clearance

Name: John Edwards	<input checked="" type="checkbox"/>	Divisional Director (Strategy and Improvement)
Date: 26 <sup>th</sup> May 2009		

### Section 6 - Contact Details and Background Papers

**Contact:** Audrey Salmon, Interim Service Manager – Community Resources and Projects

#### Background Papers:

Appendix 1: Grants Programme – Proposals for Change: 2010 - 2011  
Appendix 2: Consultation questionnaire – 2010 – 2011

### **Grants Programme - Proposals for Change 2010 – 2011**

Harrow Council has a responsibility to deliver services to meet the needs of a diverse community, and recognises that in some cases the voluntary and community sector may be best placed to provide responsive services. The council would like to encourage innovative community projects and therefore welcomes requests for grant aid from the wide and diverse voluntary and community sector.

During 2008, Harrow Council undertook a scrutiny review to examine its relationship with the voluntary and community sector. Through this review, a number of concerns were raised about the current grants process. The scrutiny review made a number of recommendations, some of which will be further explored through the development of a Third Sector Strategy. The scrutiny review also recommended a review of current grant criteria to be made in the interim to the grants process for the 2010/2011 round.

We are currently seeking the views of the voluntary and community sector (VCS), particularly those of you who have received grant aid, on the proposed changes to the main grants programme.

It is important to stress that this is a proposal and that this consultation will inform the final decision. Your responses will be collated and presented to the Grants Advisory Panel meeting in 2nd July 2009, where the final decision will be made.

As we would like to ensure that the views of the VCS are reflected in this review, we would appreciate it if you could take the time to read the following proposal and complete the attached consultation questionnaire.

**Please respond by Friday 5th June 2009**

**Proposed Change 1: Who will be eligible for Grant Aid?**

Currently the grant qualifying conditions state that:

*“The applicant must be a voluntary group based in Harrow with 80% of its beneficiaries either living or working in Harrow”*

This condition requires organisations to demonstrate that they are both **based** in Harrow, and **deliver** services in Harrow. To make the grant qualifying condition clearer it is proposed that this statement is split in to two parts, as follows:

*(1) “Grant aid will be available to support voluntary and community organisations to deliver services, where this resource is used **solely** for the benefit of people living in Harrow”*

The second part could read as follows:

**Either**

- *The service provider can be **based outside of Harrow** but **must** deliver services in the borough*

**OR**

- *the organisation **must** be **based in Harrow***

**Please answer questions 1, 2, 3 and 4.**

**Proposed change 2: Type of grants available**

It is proposed that three types of grants are made available:

**Small Grants** – value - £500 - £2000

**Medium Grants** – value - £2001 - £10,000

**Large Grants** – value - £10,001 - £100,000

This will ensure that applicants are aware of the minimum and maximum grant aid available for each award.

It is also proposed that a percentage of the total grant budget is allocated to these different grants.

**Please answer questions 5, 6 and 7.**



### Proposed change 3: Funding Priorities

Currently applicants need to demonstrate that they support one of the six key themes for Harrow as detailed below. (Harrow’s Sustainable Community Strategy, March 2009).

<p><b>ECONOMIC DEVELOPMENT IN HARROW</b></p> <p><u>Jobs Demand More Highly Skilled Employees</u></p> <ul style="list-style-type: none"> <li>• There are practical opportunities available to prepare people for work</li> <li>• Harrow residents are supported to relearn and retrain</li> </ul> <p><u>No large industrial or commercial employers</u></p> <ul style="list-style-type: none"> <li>• Harrow continues to attract and support small businesses</li> <li>• Local work opportunities continue to be available</li> <li>• There is provision and access to outer borough employment opportunities</li> <li>• Harrow continues to have a strong retail and service sector</li> </ul>	<p><b>AN IMPROVING ENVIRONMENT</b></p> <ul style="list-style-type: none"> <li>• <u>Environmental Issues</u></li> <li>• Harrow has attractive, sustainable and accessible transport</li> <li>• Open space and environmentally sensitive areas are protected</li> <li>• Harrow is well designed, with sustainable buildings, public spaces and transport</li> <li>• Harrow is clean with high standards of waste recycling and reuse</li> <li>• The effects of climate change and adverse air quality are mitigated</li> <li>• <u>Growing Population</u></li> <li>• Harrow’s environment is sustainable</li> <li>• Implications of overcrowding and increased density are minimized</li> <li>• There is better access to a range of appropriate housing</li> </ul>
<p><b>EVERY HARROW CHILD</b></p> <ul style="list-style-type: none"> <li>• Children and young people continue to have access to education opportunities</li> <li>• Social opportunities are available</li> <li>• Children and young people are healthy and safe</li> <li>• Children and young people are heard and consulted</li> <li>• Children and young people are supported to make a positive contribution and take responsibility</li> </ul>	<p><b>CULTURE, COMMUNITIES AND IDENTITY</b></p> <ul style="list-style-type: none"> <li>• Harrow’s diverse community is celebrated and valued</li> <li>• Communities work together to help themselves</li> <li>• There is a balance between universal and separate services for our communities</li> <li>• People feel safe</li> <li>• Individuals are treated with dignity and respect</li> </ul>
<p><b>HEALTH, WELLBEING AND INDEPENDENCE</b></p> <ul style="list-style-type: none"> <li>▪ Health inequalities are reduced</li> <li>▪ There is an increase in preventative services</li> <li>▪ Independent living is promoted and supported (choice, control and empowerment)</li> <li>▪ Recognition and improved support to carers</li> <li>▪ Isolation and marginalisation is reduced</li> <li>▪ There is increased involvement in sport and art activities</li> </ul>	<p><b>THE FUTURE OF PUBLIC SERVICES AND DEMOCRACY</b></p> <ul style="list-style-type: none"> <li>• Harrow has a strong and respected partnership</li> <li>• Services are personalised and neighbourhood focused</li> <li>• The community is engaged in the development and delivery of services</li> <li>• Residents and stakeholders have the ability to have real influence</li> <li>• The Voluntary and Community Sector is strengthened</li> </ul>

With a restricted grants budget and the availability of funding through other sources to support some of these themes – it is proposed that the grants programme would support a select number of themes each year from Harrow’s Sustainable Community Strategy, which would be agreed by the Grants Advisory Panel.

### **Please answer question 8.**

#### **Proposed change 4: Conditions of Grant Approval**

Currently applicants are required to provide the following supporting documents to demonstrate that they have the required structures and policies in place and will only be considered for funding if everything is in place. It is proposed that applicants would **not** be required to provide this evidence until **after** the grant has been agreed. The evidence required will depend on the amount of grant aid requested.

#### **Supporting documents required for grants under £2,000**

- A bank account in the organisation’s name
- Policies for the protection of children and vulnerable adults (if relevant)
- Health and safety procedures (if relevant)
- Appropriate insurances and indemnities (if relevant)
- A written statement of commitment to equal opportunities

#### **Supporting documents required for grants between £2,001 - £10,000:**

(In addition to the above requirements)

- A constitution/memorandum and article of association/trust of deed
- Certified or audited accounts from the previous year (by an independent person). If your organisation has been running for less than 15 months, you may not be able to give us this so in these cases we will accept a 12-month financial projection for the year when you will spend the grant

#### **Supporting documents required for grants over £10,001:**

(In addition to the above requirements)

- Employment and staffing policies and procedures, which address the recruitment and selection, and training of staff and volunteers
- Systems to monitor the quality of services delivered

### **Please answer questions 9 and 10.**

**Grants Programme – Proposal for Change  
Consultation 2010 - 2011**

We are currently seeking the views of the voluntary and community sector (VCS), particularly those of you who have received grant aid, on the proposed changes to the grants programme. Please see attached.

It is important to stress that this is a proposal and that this consultation will inform the final decision. Your responses will be collated and presented to the Grants Advisory Panel meeting in 2nd July 2009, where the final decision will be made.

As we would like to ensure that the views of the VCS are reflected in this review, we would appreciate it if you could take the time to read the attached proposal and answer the following questions.

**Proposed Change 1: Who will be eligible for Grant Aid?**

*Please see page 2 of the enclosed proposals for details.*

**1. Have you ever received grant aid through the Council’s grant programme?**

Yes

No

**2. Do you agree that the current ‘grant qualifying condition’ should be replaced with the following:**

*“Grant aid will be available to support voluntary and community organisations to deliver services and activities **solely** for the benefit of people living in Harrow”*

Yes

No

If no, please state why:



3. In addition, can you indicate which of the following statements you think should be included in the criteria:

*“The service provider can be **based outside of Harrow** but **must** deliver services in the borough”*

*“The organisation **must** be **based in Harrow**”*

4. Will this make it easier for you to understand who is eligible to apply?

Yes

No

If 'no' please state why:

**Proposed Change 2: Type of grants available**

*Please see page 2 of the enclosed proposals for details.*

5. Do you think it is useful to know the minimum and maximum levels of grants available?

Yes

No

If 'no' please state why:

**Appendix 2**

Consultation



**6. Do you think the grants budget should be divided and a percentage allocated to the different sizes of grants?**

Yes

No

If 'no' please state why:

**7. Please tick, which one of the following percentage allocations that you think would be accepted?**

- |                  |                            |                             |                           |
|------------------|----------------------------|-----------------------------|---------------------------|
| <i>Option 1:</i> | <i>20% - Small Grants;</i> | <i>30% - Medium Grants;</i> | <i>50% - Large Grants</i> |
| <i>Option 2:</i> | <i>30% - Small Grants;</i> | <i>50% - Medium Grants;</i> | <i>20% - Large Grants</i> |
| <i>Option 3:</i> | <i>50% - Small Grants;</i> | <i>20% - Medium Grants;</i> | <i>30% - Large Grants</i> |
| <i>Option 4:</i> | <i>Remain as it is</i>     |                             |                           |

*If you do not agree with the above, please suggest an alternative.*

**Appendix 2**

Consultation



**Proposed Change 3: Funding Priorities**

*Please see page 3 of the enclosed proposals for details.*

- 8. As there is funding available through other sources to support some of the themes, do you agree that the funding priorities should be restricted to a few themes from Harrow’s Sustainable Community Strategy?**

Yes

No

If 'no' please state why:

**Proposed Change 4: Conditions of Grant Approval**

*Please see page 4 of the enclosed proposals for details.*

- 9. Currently, applicants are required to submit supporting documents with their applications; do you agree that this should only be requested once a grant has been agreed?**

Yes

No

If 'no' please state why:

Appendix 2

Consultation



**10. Do you think that the amount of information required should reflect the amount of funding granted?**

Yes

No

If 'no' please state why:

**Optional**

**This questionnaire has been completed by:**

**Name:**

**Name of Organisation:**

## Appendix 2

# Consultation



### **Equality of Access to services: monitoring information**

Harrow Council is committed to achieving equality of opportunity and freedom from discrimination in the services it provides. We ask you for your cooperation in providing the following information, which will only be used to monitor responses to this consultation.

#### **I consider my ethnic origin to be:**

<p><b>Asian or Asian British</b></p> <ul style="list-style-type: none"> <li>Afghani</li> <li>Bangladeshi</li> <li>Indian</li> <li>Pakistani</li> <li>Sinhalese</li> <li>Sri Lankan Tamil</li> <li>Any other Asian background – please specify</li> </ul>	<p><b>Black or Black British</b></p> <ul style="list-style-type: none"> <li>Caribbean</li> <li>Ghanaian</li> <li>Nigerian</li> <li>Somali</li> <li>Any other Black background – please specify</li> </ul>
<p><b>Mixed</b></p> <ul style="list-style-type: none"> <li>White and African</li> <li>White and Asian</li> <li>White and Caribbean</li> <li>Any other Mixed background – please specify</li> </ul>	<p><b>White</b></p> <ul style="list-style-type: none"> <li>Albanian</li> <li>British</li> <li>Gypsy/Roma Traveller</li> <li>Irish</li> <li>Irish Traveller</li> <li>Polish</li> <li>Romanian</li> <li>Serbian</li> <li>Any other White background – please specify</li> </ul>
<p><b>Other Ethnic Groups</b></p> <ul style="list-style-type: none"> <li>Arab</li> <li>Chinese</li> <li>Iranian</li> <li>Iraqi</li> <li>Kurdish</li> <li>Lebanese</li> <li>Any other ethnic group – please specify</li> </ul>	



## Appendix 2

# Consultation



**Thank you for taking the time to complete the consultation questionnaire.**

**Please return completed questionnaire to the Grant Team at one of the addresses below by Friday 5<sup>th</sup> June 2009**

**Forms can be obtained from:**

Grants Team, Harrow Council  
Room 227, Civic Centre  
Station Road, Harrow, HA1 2XF

[Community.development@harrow.gov.uk](mailto:Community.development@harrow.gov.uk)

[www.harrow.gov.uk](http://www.harrow.gov.uk)

**Post to:**

Grants Team, Harrow Council  
Room 227, Civic Centre  
Station Road, Harrow, HA1 2XF

**By hand:**

Civic Centre Reception,  
Station Road  
HA1 2XY

HAVS  
64 Pinner Road  
Harrow  
HA1 4HZ

Community Premises  
27 Northolt Road  
South Harrow  
HA2 0LH

Any local library in Harrow

**By email:**

[Community.development@harrow.gov.uk](mailto:Community.development@harrow.gov.uk)

If you have any queries please contact the **Grants Team on 020 8424 1335 or 020 8424 7625**

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Meeting:	Grants Advisory Panel
Date:	8 <sup>th</sup> June 2009
Subject:	Grant Funding 2009/10 – Grant Appeals
Key Decision:	No
Responsible Officer:	Brendon Hills – Corporate Director (Community & Environment)
Portfolio Holder:	Chris Mote, Portfolio Holder for Community and Cultural Services
Exempt:	Yes – Appendix 4 to this report is exempt by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 on the grounds that it contains information relating to individuals.
Enclosures:	<b>Appendix 1</b> – List of Appeals; <b>Appendix 2</b> - Summary Reports of Appeals from Grant Applicants; <b>Appendix 3</b> – Summary Reports of Original Applications Presented to Grants Advisory Panel on 4 <sup>th</sup> March 2009; <b>Appendix 4</b> – Letters of Appeals (Part 2).

## Section 1 – Summary and Recommendations

This report presents the appeals received against the recommendations made on 4<sup>th</sup> March 2009 by the Grants Advisory Panel and/or the decisions made by Cabinet on 26<sup>th</sup> March 2009.

### **RECOMMENDATIONS:**

The Panel is requested to consider the organisations meeting the grounds for appeal (listed in paragraph 2.2.3 of this report) and make recommendations to the Portfolio Holder for Community and Cultural Services accordingly.

### **Reason: (For recommendation)**

A number of organisations have appealed against the recommendations

made by the Grants Advisory Panel at the meeting of 4<sup>th</sup> March 2009 and/or the decisions made by Cabinet on 26<sup>th</sup> March 2009. Some of these appeals have been made in accordance with grant funding processes and require consideration by the Grants Advisory Panel (please see Appendix 2).

The Panel should note that some of the organisations listed in paragraph 2.2.3 and Appendix 1 of this report do not meet the grounds for appeal as notified to them in the letter dated 14<sup>th</sup> April 2009 informing them of Cabinet's decisions. Where this is the case, it is highlighted in the summary reports in Appendix 2, for information only.

## **Section 2 – Report**

### **2.1 Introductory paragraph / Background**

- 2.1.1 Harrow Council is empowered to make grants to voluntary organisations under Section 48 of the Local Government Act 1985, as well as under other legislation.
- 2.1.2 Organisations applying for funding from the Council's Main Grants Programme are given the opportunity to appeal against any decisions made by the Grants Advisory Panel and Cabinet not to award funding towards their activities/services as outlined in their grant application (subject to the conditions outlined in paragraph 2.2.2 below).

### **2.2 Options considered**

- 2.2.1 Following the meetings of the Grants Advisory Panel on 4<sup>th</sup> March 2009 and Cabinet on 26<sup>th</sup> March, letters were sent to all grant applicants on 14<sup>th</sup> April to inform them of Cabinet's decisions. The letter also informed the grant applicants of their right to appeal against the recommendations/decisions and the appropriate procedure
- 2.2.2 The recommended grounds for appeal are if the Organisation feels that the information contained in the officer report submitted to the Panel was incorrect or incomplete, and therefore had a material affect on the decision.
- 2.2.3 In response to the letter of 14<sup>th</sup> April, correspondence was received by the deadline of 12<sup>th</sup> May from 5 organisations as listed below (see also Appendix 4):

#### Meeting Grounds for Appeal:

Bentley Priory Nature Reserve  
London Kalibari  
Youth United

#### Not Meeting Grounds for Appeal:

Harrow Over 50's Club  
Indian Association of Harrow

- 2.2.4 Summary reports of the above appellant organisations are listed in Appendix 2.
- 2.2.5 Copies of original officer reports presented to the Grants Advisory Panel at the meeting on 4<sup>th</sup> March 2009, are listed in Appendix 3.
- 2.2.6 In relation to appeals, Panel are reminded that the Grants Advisory Panel at its meeting on 6<sup>th</sup> July 2006, agreed that they would not allow an appeal simply because an organisation felt that the grant recommended was less than what they applied for.
- 2.2.7 Panel are requested to consider the appeals and take into account the implications and risks, before they accept or reject the appeals.

## **2.3 Current situation**

- 2.3.1 It should be noted that from the total grants budget of £ 775,956 available for 2009/10, an amount of £769,310 was allocated, leaving a balance of £6,646.
- 2.3.2 Furthermore Harrow Pensioners Action Association, having been recommended for a grant of £500 in 2009/10, have now declined this award as a motion was carried at their AGM to “wind up” the Association, due to there not being enough people willing to take on the Officer or committee posts. Notification of this was received by the Grants Unit on 23<sup>rd</sup> March 2009. Therefore the total balance currently available is **£7,149**.

## **2.4 Why a change is needed**

- 2.4.1 No change is currently being proposed to the current process.

## **Implications of the Recommendation**

### **2.5 Staffing/workforce**

There are no staffing or workforce implications.

### **2.6 Resources, costs and risks**

Some of the appellant organisations have highlighted the detrimental effect the Cabinet’s decisions of 26<sup>th</sup> March will have on their organisation and the services they provide to the communities of Harrow.

Some of the organisations may have to cease operations and others may have to reduce their services considerably.

### **2.7 Equalities impact**

If appeals are upheld, some of the funding will provide support to organisations serving black and minority ethnic communities, children and young people, women, people with disabilities, elderly and carers.

## **2.8 Legal comments**

2.8.1 The Council should distribute grants in accordance with its agreed criteria. Agreed policies should only be departed in exceptional circumstances. Due weight must be given in terms of equalities duties, procedural fairness and the statement of intention of the Compact with the voluntary sector. Should the Council distribute funds not in accordance with these principles, then it will be at risk of legal challenge.

## **2.9 Community safety**

Some of the organisations recommended for funding contribute to community safety through the provision of community safety activities such as diversionary activities for young people, third party reporting sites and support for victims of crime.

## **2.10 Financial Implications**

2.10.1 If the appeals from organisations listed in paragraph 2.2.3 (under “Meeting Grounds for Appeal”) are approved in full, the revenue funding associated with these will be £14,350.

2.10.2 The unallocated grants budget of £7,149 (see paragraph 2.3.2) could not cover these appeals should members decide to accept them in full. This will result in an overspend of £7,201 in the grants budget for 2009/10.

2.10.3 In addition, should the Panel consider those organisations listed in paragraph 2.2.3 (under “Not Meeting Grounds for Appeal”) in full, there will be a further amount of £11,385 added to the revenue budget, which will total £25,735.

2.10.4 This will result in a total overspend of £18,586 in the grants budget for 2009/10.

2.10.5 The Grants Advisory Panel will need to work within the total grants budget of £775,956 for 2009/10. Providing any further allocations are under £7,149, there are no financial implications.

## **2.11 Performance Issues**

2.11.1 National Indicator (NI) number 7, which relates to creating an environment in which the voluntary and community sector can thrive, has been included within Harrow’s Local Area Agreement. Results from the first national Third Sector Survey indicate that Harrow’s performance against this indicator is 10.4%. Although a target has not yet been agreed, Harrow will be aiming to improve performance by a statistically significant amount, likely to be around 4%.

2.11.2 The provision of grant funding to voluntary and community sector organisations has the potential to contribute to NI 1 ‘% of people who believe people from different backgrounds get on well together in their local area’. Current performance against this indicator is 49% and

target performance is 61%.

## **2.12 Environmental Impact**

2.12.1 Some of the appellant organisations contribute to the preservation of local biodiversity, flora and fauna and to improving the quality of publicly accessible open space.

## **2.13 Risk Management Implications**

2.13.1 The potential risk associated with this decision is that if any of the appellant organisations are approved for funding, they may not deliver services as described in their grant applications. This risk is mitigated through a process of annual grant monitoring that also aims to support groups to improve their capacity to deliver.

Risk included on Directorate risk register? No  
Separate risk register in place? No

### Section 3 - Statutory Officer Clearance

Name: Sheela Thakrar	<input checked="" type="checkbox"/>	on behalf of the* Chief Financial Officer
Date: 26 <sup>th</sup> May 2009		
Name: Jessica Farmer	<input checked="" type="checkbox"/>	on behalf of the* Monitoring Officer
Date: 27 <sup>th</sup> May 2009		

### Section 4 – Performance Officer Clearance

Name: Tom Whiting	<input checked="" type="checkbox"/>	Divisional Director (Strategy and Improvement)
Date: 22 <sup>nd</sup> May 2009		

### Section 5 – Environmental Impact Officer Clearance

Name: John Edwards	<input checked="" type="checkbox"/>	Divisional Director (Environmental Services)
Date: 26 <sup>th</sup> May 2009		

### Section 6 - Contact Details and Background Papers

Contact: Audrey Salmon, Interim Service Manager – Community Resources and Projects, 020 8420 9332;  
Parveen Vasdev, Principal Grants Officer, 020 8424 7625

#### Background Papers:

**Appendix 1** – List of Appeals;

**Appendix 2** – Summary Reports of Appeals from Applicants;

**Appendix 3** – Summary Reports of Original Applications Presented to Grants Advisory Panel on 4<sup>th</sup> March 2009;

**Appendix 4** – Letters of Appeals (Part 2):

- Schedule 1: Bentley Priory Nature Reserve;
- Schedule 2: London Kalibari;
- Schedule 3: Youth United;
- Schedule 4: Harrow Over 50's Club;
- Schedule 5: Indian Association of Harrow.

#### Other Background Papers:

Available on request. Directory of Grant Applications 2009/10 (circulated to Members ONLY prior to the Grants Advisory Panel meeting on 4<sup>th</sup> March 2009, under Part 1 of the Agenda);



## Appendix 1

### LIST OF APPEALS

ORGANISATION	GRANT 2008/09	GRANT REQUESTED 2009/10	GAP RECOMMEN DATION 4 <sup>th</sup> MARCH 2009	CABINET DECISION 26 <sup>th</sup> MARCH 2009
<b>Meeting Grounds For Appeal:</b>				
Bentley Priory Nature Reserve	£3,500	£7,650	£3,500	£3,500
London Kalibari	£1,530	£4,700	Nil	Nil
Youth United	Nil	£2,000 (revised request of £980)	Nil	Nil
<b>Not Meeting Grounds For Appeal:</b>				
Harrow Over 50's Club	£2,000	£6,085	£2,000	£960
Indian Association of Harrow	Nil	£5,300	£1,000	Nil

## Appendix 2

### SUMMARY REPORTS OF APPEALS FROM GRANT APPLICANTS

#### ORGANISATIONS MEETING GROUNDS FOR APPEAL:

##### Bentley Priory Nature Reserve:

Funding 2008/09:	£3,500
Funding Requested 2009/10:	£7,650
GAP Recommendation 4 <sup>th</sup> March 2009 and Cabinet Decision 26 <sup>th</sup> March 2009 for 2009/10:	£3,500

Bentley Priory Nature Reserve are appealing against the recommendation made by officers to award them £3,500 for 2009/10. This was due to some misunderstanding by officers that a breakdown of their grant request had not been received when requested, therefore no increase was recommended. Officers acknowledged this misunderstanding and presented the additional information prior to and at the Grants Advisory Panel meeting on 4<sup>th</sup> March and subsequently recommended revised funding of £5,000. However, the Panel agreed funding at 2008/09 level, i.e. £3,500.

##### London Kalibari:

Funding 2008/09:	£1,530
Funding Requested 2009/10:	£4,700
GAP Recommendation 4 <sup>th</sup> March 2009 and Cabinet Decision 26 <sup>th</sup> March 2009 for 2009/10:	Nil

London Kalibari are appealing against officers' comments that their services are deemed to be of a religious nature, rather than cultural. The organisation would like to clarify that their range of events are attended by people of all backgrounds and faiths, although the functions reflect Indian Bengali culture. They celebrate Poet's Day, Saints Day, India Day, Black History Month, and organised coach trips to UK sites for people over 50 and yoga classes. They have stated that they actively seek wider participation from Harrow communities.

##### Youth United:

Funding 2008/09:	Nil
Funding Requested 2009/10:	£2,000
GAP Recommendation 4 <sup>th</sup> March 2009 and Cabinet Decision 26 <sup>th</sup> March 2009 for 2009/10:	Nil
Revised Request (due to change in circumstances):	<b>£980</b>

Youth United are appealing against officers' recommendation not to award funding to their organisation, on grounds of some inaccuracies in the report presented to the Grants Advisory Panel at the meeting on 4<sup>th</sup> March 2009. These are as follows:

- The outstanding debt to the Council's Community Lettings as highlighted in the report was in fact cancelled after they had contested the amount;

- With the 50% concession offered to Youth United on the rental charges for Cedars Youth & Community Centre, they would have to pay approximately £77 per session for 21 sessions per annum, which totals £1,617. They receive £580 per annum from subscriptions, therefore making a shortfall of £1,037;
- The £580 they receive from subscriptions is used for equipment and training expenses, and not for premises rental. This statement was omitted in the officers' report;
- Youth United cater for 25-40 young people aged 8-16 years. The report to Panel states "the youth club provides a meeting place for young people aged up to 12-13 years of age";

The Club's situation has since changed. They now cater for teenagers up to 19 years of age. As they can no longer afford to use the Cedars, they now hold sessions at a scout hall at half the cost – 21 sessions at £30 rental per session, and 10 longer sessions per annum at £35 rental per session, bringing their total rental costs to £980 per annum.

In light of this, Youth United no longer require £2,000 as originally requested, but a reduced amount of **£980** in order to continue the work of running the youth club.

## **ORGANISATIONS NOT MEETING GROUNDS FOR APPEAL:**

### **Harrow Over 50's Club:**

Funding 2008/09:	£2,000
Funding Requested 2009/10:	£6,085
GAP Recommendation 4 <sup>th</sup> March 2009:	£2,000
Cabinet Decision 26 <sup>th</sup> March 2009 for 2009/10:	£960

Harrow Over 50's Club are appealing against Cabinet's decision to overturn the Panel's recommendation to award them £2,000. A letter dated 24<sup>th</sup> February 2009 was sent to the Organisation with a copy of the Officer report (which recommended funding of £960 for 2009/10). As a result, Harrow Over 50's Club submitted additional information in support of their funding request (see Appendix 3), and asked that this be made available to the Grants Advisory Panel meeting on 4<sup>th</sup> March for consideration. This additional information was presented to the Panel, and they subsequently recommended funding of £2,000 for 2009/10. Cabinet at its meeting on 26<sup>th</sup> March overturned this recommendation and awarded the Organisation £960 (officers' original recommendation).

### **Indian Association of Harrow:**

Funding 2008/09:	Nil
Funding Requested 2009/10:	£5,300
GAP Recommendation 4 <sup>th</sup> March 2009:	£1,000
Cabinet Decision 26 <sup>th</sup> March 2009 for 2009/10:	Nil

Indian Association of Harrow have requested that the additional information they had submitted for consideration by the Grants Advisory Panel at its meeting on 4<sup>th</sup> March, be re-presented to the Panel for further consideration

(see Appendix 3). Together with their letter of appeal dated 12<sup>th</sup> May 2009, they have submitted a breakdown of the estimated income and expenditure for 2009/10 (this was not included with their original application). The organisation have stated in their appeal that officers made presumptions that the grant would be used for general activities (cultural, sports activities, etc) rather than for specified need. It should be noted that the Indian Association of Harrow was recommended funding of £1,000 by the Panel, however the recommendation was overturned by Cabinet on 26<sup>th</sup> March.

## Appendix 3

### Summary Reports of Original Applications Presented to Grants Advisory Panel on 4<sup>th</sup> March 2009

#### **ORGANISATIONS MEETING GROUNDS FOR APPEAL:**

#### **BENTLEY PRIORY NATURE RESERVE MANAGEMENT COMMITTEE**

<b>Grant requested:</b>	<b>£7,650</b>
<b>Current grant:</b>	<b>£3,500</b>
<b>Grant recommended:</b>	<b>£3,500</b>

#### **Background**

Bentley Priory Nature Reserve is a Site of Special Scientific Interest (SSSI). The Management Committee through its use of the voluntary sector, including British Trust for Conservation Volunteers (BTCV) and specialist contractors assists the Council in maintaining the open space in accordance with a Management Plan set by Natural England. The Management Plan sets out the work required to manage and maintain the various elements of the open space including grassland, woodland and marshland so that their condition is maintained and improved and to retain the SSSI status. The work carried out includes flailing of scrubland, coppicing of trees, woodland management and marshland maintenance.

The Nature Reserve is a high quality open space of more than 60 hectares for educational or leisure pursuits for all sectors of the community and is used by schools in Harrow and surrounding boroughs for field trips to assist their education in the natural environment. At the last review by Natural England they found that 30% of the site was in 'favourable' condition and the remaining 70% of the SSSI is in 'unfavourable recovering condition', this is a positive change since the last survey in 2005. 'Unfavourable recovering condition' means that the SSSI is not yet fully conserved but all the necessary management measures are in place and provided that the work programme is sustained the SSSI will reach favourable condition.

#### **Grant Request**

The organisation has stated that grant will be use mainly to fund BTCV Workdays and the use of a contractor for scrub clearance and other works as prescribed in the Management Plan. The increase in the grant is requested so that the current programme of works to improve 70% of the site, which is designated as 'recovering', can be enhanced so that recovery will be sooner. Funding will also be used to prepare leaflets and promotional literature for distribution to schools with the aim of increasing the organisation's activities with them. The expenses of the Voluntary Warden and Secretary will also be paid from the grant.

#### **Funding Priorities Met**

**Sustainable Communities in Harrow** - Bentley Priory Nature Reserve is a large area of natural open space with areas of open grassland, woodland, a lake and a pond. It provides habitats for a large number of bird species,

invertebrates and vertebrates as well as plant and tree life. The continued structured management of the site helps to maintain and improve these habitats.

**Young Harrow** – the organisation has stated that several times a year groups of young volunteers work with the voluntary warden to help maintain the site and that local schools and colleges use the Reserve for educational field trips. It has also stated that it will be working with local schools to encourage them to 'adopt BPNR as their own'.

### **Evidence of Need**

The organisation reports that Harrow Council has a statutory obligation to maintain Bentley Priory Nature Reserve as a SSSI to the standard required by Natural England. The organisation has stated that the work carried out is complimentary to the Councils own works, which are mainly the maintenance of the hard landscape features, and the use of volunteer groups is a cost effective way of achieving this.

### **Funding received from other sources in 2008/09**

No other funding received.

### **Comments and Recommendations**

Public Realm Maintenance, Community & Environment Services are aware of this organisation and state that it provides an important function and has a proven track record of delivering quality conservation work and education.

A breakdown of costing was requested, but this was not provided.

It is recommended that funding of £3,500 be awarded to the Bentley Priory Nature Reserve Management Committee for 2009/10, which would be at the same level as last year.

## **LONDON KALIBARI**

<b>Grant requested:</b>	<b>£4,700</b>
<b>Current grant:</b>	<b>£1,530</b>
<b>Grant recommended:</b>	<b>£Nil</b>

### **Background**

The objective of London Kalibari is to establish a permanent community centre for the benefit of Hindu Bengalees, but open to people of all faiths and cultures, in Harrow and neighbouring areas to meet the social, cultural and spiritual needs of the community. The organisation has stated that these needs are not being met at present due to the lack of permanent accommodation. The organisation has stated that it meets regularly and holds activities including music, dance, plays and historical talks, a senior citizens club, Bengali language tuition, yoga, bereavement services and children's activities.

### **Grant Request**

Funding of £4,700 is requested as a contribution towards the 'Kalibari Action for Community 2009' project. The total cost of this project is £6,500 and the organisation has already secured £1,800 from donations and fundraising. The grant will be used for transport, postage and out-of-pocket expenses, fees for performers and artists and hall hire. A full breakdown of the grant request has not been provided.

### **Funding Priorities Met**

**Stronger Communities in Harrow** - the organisation has stated that for many years it has been holding social, cultural and spiritual/religious functions where people of all ages, backgrounds and cultures participate actively, thus providing community cohesion.

**Healthier Harrow** - the organisation has stated that it holds regular yoga sessions and organises short-term outings for senior people to promote physical and mental health. It has also stated that it encourages all people, particularly senior citizens, to keep in contact with their GP and develop a balanced diet. Details of where these activities are held and how many people attend them have not been provided.

**Young Harrow** - the organisation has stated that it provides children's activities and invites young people to develop their learning potential by providing targeted information and advice on education and training available in Harrow and elsewhere. Details of where these activities are held and how many people attend them have not been provided.

### **Evidence of Need**

The organisation has stated that around 25,000 Bengali Hindus of Indian/Bangladeshi origin are estimated to live in Harrow and surrounding areas. It states that the social and cultural needs of this community are different from those of other Indian and Bangladeshi communities.

### **Funding received from other sources in 2008/09**

£600 from Edward Harvist Trust Fund for arts/cultural function to be held in October 2009 (agreed February 2009)

### **Comments and Recommendations**

From the monitoring information received in 2008, the organisation's constitution and accounts indicate that there is a religious element to their services. It is therefore recommended that London Kalibari is not awarded funding for 2009/10.



## **YOUTH UNITED**

<b>Grant requested:</b>	<b>£2,000</b>
<b>Current grant:</b>	<b>Not currently funded</b>
<b>Grant recommended:</b>	<b>£Nil</b>

### **Background**

Youth United is a youth club that meets fortnightly during term time at the Cedars Youth and Community Centre for three hours a session. The organisation states that 25-40 young people attend each session and positively interact with a variety of professional trainers and each other to improve their social skills and their own sense of self-value. The organisation has stated that activities include a co-ordinated course of public speaking training, media training, public performances, specialised quizzes, games and challenges, self-defence and first aid. These are in addition to regular participation in local and international service projects including Understanding the Aged, World Vision 24 Hour Famine and Help the Homeless.

### **Grant Request**

Youth United has stated that it is requesting funding of £2,000 for rental costs the Cedars Youth and Community Centre. The organisation has stated that its current rental costs are £105 (plus insurance) per session for a total of 21 sessions a year. The club charges £1.20 per young person per session, raising approximately £580 per annum.

### **Funding Priorities Met**

**Young Harrow** - The youth club provides a meeting place for young people aged up to 12-13 years of age and they have stated that they are currently working with children from seven different ethnic groups. The activities that take place aim to improve the social skills of the young people that attend and raise their confidence.

### **Evidence of Need**

Youth United have stated that they feel there is a real need to teach pro-active citizenship to children.

### **Funding received from other sources in 2008/09**

No other funding received.

### **Comments and Recommendations**

Youth United has stated that the rental costs for the Cedars Youth and Community Centre have increased to £105 (plus insurance) for each three-hour session. It has stated that it used to get a 85% concessionary discount on the rental charges but has not applied for this on time this year. The organisation would be able to re-apply under the Community Lettings scheme to receive a 50% discount on the rental charges of Cedars for 2009/10, which would mean that it would pay £24 per hour plus insurance at 7%, e.g. approximately £77 per session. In light of this and the fact that the organisation is expecting to receive £580 per annum from the charges it makes. There is also an outstanding debt to the Council's Community Lettings, therefore it is recommended that funding is not awarded to Youth United for 2009/10.

## **ORGANISATIONS NOT MEETING GROUNDS FOR APPEAL:**

### **HARROW OVER 50'S CLUB**

<b>Grant requested:</b>	<b>£6,085</b>
<b>Current grant:</b>	<b>£2,000</b>
<b>Grant recommended:</b>	<b>£960</b>

#### **Background**

The Harrow over 50's Club was established in 2007 for the older residents of Harrow and surrounding areas. There are currently 60 members, who are predominately from the Asian community. The main aim of the Club is to provide a social forum for the older residents of Harrow, many of whom feel isolated and lonely to exchange views and share their problems and worries. It also aims to assist in areas of health and welfare.

The Club holds monthly meetings in Pinner Hill Community Centre to help promote and foster educational, cultural and physical activities. Seminars are arranged with guest speakers to explain and guide the members about healthy life style and medical issues. The Club carries out home visits to provide comfort and consolations to families suffering illness, tragedies and bereavement. The Club also helps members keep abreast of national and local issues by providing its members with local newspapers, journals and magazines and also assists the members to keep abreast of technological developments via regular seminars in the use of IT. The Club holds Keep Fit classes and runs an annual day trip to a place of interest for which a small charge is made.

The organisation states that a significant proportion of Harrow's older residents are from Asian communities. It is the Clubs intention to increase awareness amongst these communities about the considerable support and advice already offered by Harrow Council.

#### **Grant Request**

The Harrow over 50's Club has requested £6,085 to cover the cost of hiring Pinner Hill Community Centre for the monthly meetings, fees for experts for the information seminars, keep fit Instructors, home support visits, provision of journals and the printing of newsletters and local advertising materials.

#### **Funding Priorities Met**

**Safer Harrow** - The Club aims to contribute to a safer Harrow by providing a secure and welcoming forum whereby the older residents of Harrow can meet to discuss issues of personal safety and fear of crime, as well as health and welfare issues. The club also states that is proposing to run a series of seminars whereby the issues raised in the forums can be addressed by experts and practical advice given to improve the safety of members.

**Stronger Communities in Harrow** - The Club organises various community functions, including cultural, social and musical events which they believe generate and encourage a sense of belonging to Harrow.

**Healthier Harrow** - As well as regular seminars on health issues the Club runs weekly Yoga classes and actively encourages members to take regular exercise.

**Evidence of Need**

Since the Club opened in August 2007 95% of member's have attended the monthly meetings. A successful day trip to Blenheim Palace was over subscribed. The fitness classes are also well attended.

**Funding received from other sources in 2008/09**

None

Harrow Over 50's Club currently have casual use accommodation at the Community Premises.

**Comments and Recommendations**

As the organisation provides very little evidence of the need for this service, it is recommended that they be awarded £960 to meet the hall hire costs. It is advised that they should explore other sources of funding for their activities.

## INDIAN ASSOCIATION OF HARROW

**Grant requested:** £5,300  
**Current grant:** Not currently funded  
**Grant recommended:** £Nil

### Background

Indian Association of Harrow was established in 1977 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 UK
- 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, including 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.

### Grant Request

The Indian Association of Harrow has requested £5,300 to contribute towards the total project costs of £13,800. The organisation has reported that £8,500 has already been secured. The grant will be used to arrange outings, cultural events and meals for the elderly, sports activities, dance classes and mother tongue teaching for young people and health seminars, first aid workshops, blood pressure testing and information/testing for diabetes. A full breakdown of the grant request has not been received.

### Funding Priorities Met

**Stronger Communities in Harrow** - some of the activities the organisation is proposing could be seen as opportunities for people to bond, e.g. trips for the elderly, youth activities and cultural events.

**Healthier Harrow** - the organisation is proposing to hold quarterly health seminars for approximately 100 people and blood pressure/diabetes testing with a qualified nurse/doctor. It is also proposing to hold first aid workshops.

**Young Harrow** - the organisation has stated that sports activities, dance classes and mother tongue teaching will be held for young people.

### Evidence of Need

The Association has made reference to the published research that highlights severe health problems (i.e. coronary heart disease, diabetes and high blood pressure) being 30% more prevalent amongst the Indian community. It has also highlighted the inadequacy of services currently being provided to the growing number of elderly people of Indian origin. It stated that the Council's

own statistics show that well over 20% of Harrow population is of Indian origin and that statutory services provided by Harrow Council are inadequate.

### **Funding from other sources in 2008/09**

No funding is received from other sources during this period.

The Indian Association of Harrow currently occupies a designated desk at the Community Premises building, 27 Northolt Road.

### **Comments and Recommendations**

Additional information provided states that CRB checks are not made for the volunteers assisting with youth activities as they are 'long time members of the Association'.

Funding to Indian Association of Harrow is not recommended for 2009/10 as there is insufficient evidence provided by the organization that there is a need for these activities.

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Meeting:	Grants Advisory Panel
Date:	8 <sup>th</sup> June 2009
Subject:	Community Premises, 27 Northolt Road – Accommodation/Usage Categories
Key Decision: (Executive side only)	No
Responsible Officer:	Brendon Hills – Corporate Director (Community & Environment)
Portfolio Holder:	Councillor Chris Mote – Community and Cultural Services
Exempt:	No
Enclosures:	Appendix 1 – Criteria and Conditions for the Use of the Community Premises

## SECTION 1 – SUMMARY AND RECOMMENDATIONS

This report sets out the current categories of accommodation/usage at the Community Premises building, 27 Northolt Road, and proposes an amendment to an existing category.

### **RECOMMENDATIONS:**

The Grants Advisory Panel is requested to recommend to the Portfolio Holder for Community and Cultural Services that:

1. The amendments to the usage category 'Post Box Address for Correspondence' be agreed as laid out in this report;
2. Interim Head of Services, Community Development be given delegated authority to approve all eligible applications for Community Premises usage received during 2009/10.

### **REASON:**

1. To enable organisations to have a better understanding of the facilities available at the Community Premises building and to enable better monitoring of the use of the building.

## SECTION 2 - REPORT

### 2.1 Introductory Paragraph

2.1.1 This report sets out the current categories of accommodation/usage at the Community Premises building, 27 Northolt Road, and proposes an amendment to an existing category.

### 2.2 Brief Background

2.2.1 The Community Premises building at 27 Northolt Road provides office space and other facilities for voluntary organisations representing a wide range of communities within the London Borough of Harrow. There are currently 22 registered users of the Premises.

### 2.3 Current Situation

2.3.1 Currently, there are four categories of use for organisations accessing the Community Premises building. These are listed below along with the requirements expected of the organisations allocated these types of usage:

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 5 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.

3. **Casual use:** For this an organisation must:

- demonstrate that it uses the office **at least 1 hour per week**
- 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.

2.3.2 There is also an External Bookings Procedure for organisations that have their own accommodation and only wish to make use of the Community Premises meeting room and/or counselling rooms.



2.3.3 Category 4 is named 'Post Box Address for Correspondence', but organisations with this usage have access to the same facilities as other users apart from the use of an office – they are able to access the meeting/counselling rooms through the normal booking procedures and have access to photocopying facilities. They are also expected to comply with the benchmarking criteria as outlined in section F of appendix 1.

2.3.4 At present, the Grants Advisory Panel considers all applications from organisations wishing to become registered users of the Community Premises building and/or any modifications of use, and the Portfolio Holder for Community and Cultural Services approves the Panel's recommendations.

## **2.4 Options Considered**

2.4.1 It is proposed to amend the existing category of use of 'Post Box Address for Correspondence' as follows:

- Re-name the category 'Postal Address and Facilities';
- Introduce a minimum requirement that users collect their mail once a fortnight.

2.4.2 As the organisations under this category would not have access to office space, the qualifying criteria would be simplified and be made more relevant to them. This would include the introduction of a separate, and simplified quarterly monitoring form, currently being prepared and will be presented to the Grants Advisory Panel meeting on 2<sup>nd</sup> July for consideration.

2.4.3 With regards to the approval of applications for use of the Community Premises building, the options to consider are whether:

- Interim Head of Services, Community Development should be given delegated authority to approve applications that meet the current criteria.
- these applications should continue to be sent to the Grants Advisory Panel for consideration.

## **2.5 Why a change is needed**

2.5.1 The re-naming of the existing fourth category would give a clearer picture of the facilities available to the organisations that are interested in using the Community Premises building but do not need office/desk space.

2.5.2 The requirement for organisations under this category to collect their mail once a fortnight would ensure that the corridor, where the pigeon holes are situated, would remain free of clutter thus complying with health and safety requirements.

2.5.3 If officers were given delegated authority to approve any eligible applications for Community Premises received during 2009/10, the process of modifying the usage of existing users and agreeing the use of new users would be quicker and therefore organisations would have access to the facilities without delay.

## **Implications of the Recommendation**

### **2.6 Staffing/workforce**

2.6.1 There are no staffing/workforce implications for the Council related to this report.

### **2.7 Equalities Impact**

2.7.1 The provision of the Community Premises facility to voluntary and community groups in the Borough aims to address inequalities and disadvantage and promote community cohesion. The proposed amendments to the current category of use will assist some organisations serving black and minority ethnic communities, young people, women, people with disabilities, the elderly and carers.

### **2.8 Legal Implications**

2.8.1 The Council should ensure that access to the Community Premises facilities are in accordance with its agreed criteria and conditions for use. Agreed policies should only be departed in exceptional circumstances. Due weight must be given in terms of equalities duties, procedural fairness and the statement of intention of the Compact with the voluntary sector. If the Council was to disregard these principles when allocating resources, then it will be at risk of legal challenge.

### **2.9 Community Safety**

2.9.1 The users of Community Premises are expected to have Health and Safety policies and procedures, Child Protection policies (where applicable), and procedures for the Protection of Vulnerable Adults (where applicable). Some of the Community Premises users contribute to community safety through the provision of community safety activities such as diversionary activities for young people, third party reporting sites and support for victims of crime.

### **2.10 Financial Implications**

2.10.1 There are no financial implications for the Council related to this report.

### **2.11 Performance Issues**

2.11.1 National Indicator (NI) number 7, which relates to creating an environment in which the voluntary and community sector can thrive, has been included within Harrow's Local Area Agreement. Results from the first national Third Sector Survey indicate that Harrow's performance against this indicator is 10.4%. Harrow will be aiming to improve performance by a statistically significant amount, now agreed as an increase of 4.4%.

2.11.2 The recommendations in this report have the potential to contribute to improving performance against this indicator.

The provision of facilities at community premises to the voluntary and community sector has the potential to contribute to NI 1: ‘% of people who believe people from different backgrounds get on well together in their local area’. Current performance against this indicator is 49% and target performance is 61%.

- 2.11.3 The provision of facilities to voluntary and community sector organisations has the potential to contribute to NI 6 ‘ Participation in regular volunteering’. The target increase in numbers volunteering is 300 for ‘socially excluded’ volunteers and 1,200 for other volunteers. The current position is an achievement against target on ‘socially excluded’ volunteers and a slight under-achievement against ‘other volunteers’.

**2.12 Environmental Impact**

- 2.12.1 Current and future users of the facilities, through their activities, contribute to the preservation of local biodiversity, flora and fauna and to improving the quality of publicly accessible open space.

**2.13 Risk Management Implications**

- 2.13.1 The potential risk associated with this decision is that organisations may not comply with the condition of use. This risk is mitigated through a process of on-going monitoring that also aims to support groups to improve their capacity to deliver.

Risk included on Directorate risk register? **No**

Separate risk register in place? **No**

**SECTION 3 - STATUTORY OFFICER CLEARANCE**

<p><b>Name:</b> Sheela Thakrar</p> <p><b>Date:</b> 26<sup>th</sup> May 2009</p>	<p><input checked="" type="checkbox"/> on behalf of the* Chief Financial Officer</p>
<p><b>Name:</b> Jessica Farmer</p> <p><b>Date:</b> 27<sup>th</sup> May 2009</p>	<p><input checked="" type="checkbox"/> on behalf of the* Monitoring Officer</p>

## Section 4 – Performance Officer Clearance

**Name:** Tom Whiting



Divisional Director  
(Strategy and  
Improvement)

**Date:** 22<sup>nd</sup> May 2009

## Section 5 – Environmental Impact Officer Clearance

**Name:** John Edwards



Divisional Director  
(Environmental Services)

**Date:** 26<sup>th</sup> May 2009

## SECTION 6 - CONTACT DETAILS AND BACKGROUND PAPERS

### Contact:

Audrey Salmon, Interim Service Manager – Community Resources and Projects (ext. 5332)

Parveen Vasdev, Principal Grants Officer (ext. 7625)

Charlotte Clark – Senior Grants Officer (ext. 2335).

### Background Papers:

Appendix 1 – Criteria and Conditions for the Use of the Community Premises

## APPENDIX 1

### LONDON BOROUGH OF HARROW

## **CRITERIA & CONDITIONS FOR THE USE OF THE COMMUNITY PREMISES**

### **A. General Conditions:**

The main purpose of the premises is to support Harrow community development. Access to the Community Premises is subject to the same criteria and conditions as grant aid. Therefore, a voluntary organisation applying for access to the premises must:

- Provide evidence of the community it represents in Harrow;
- be based in Harrow and be able to demonstrate that at least 80% of its users, management committee and beneficiaries live in Harrow;
- demonstrate that it is a voluntary organisation rather than a profit-making concern and that it has a majority of unpaid members;
- not promote or oppose any political party, or engage in any party political activity;
- demonstrate that it is properly constituted, and has appropriate management and financial controls;
- agree to comply with the Council's Standard Conditions of Grant Aid.

**References: Prospective new applicants should provide references that verify that the management committee members have been residents of Harrow for a certain period. References could be provided by agencies that have worked with the group, e.g. HAVS, HCRE or Council officers.**

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

### **B. Criteria for the use of the premises:**

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 Partnership Strategic Priorities.
3. All applications for accommodation are considered on an annual basis. Organisations allocated accommodation are required to demonstrate that their organisation has consolidated, and evidence must be provided of community development.
4. Accommodation will normally be allocated for a maximum of three years. Exceptions may be made where organisations can demonstrate that they are continuing to provide a valuable service to their community, but that, despite their best efforts, it has been impossible for them to generate sufficient income to relocate elsewhere.
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.

### **C. Types of accommodation**

There are three types of accommodation: individual offices designated desks and casual use. 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. 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 remote from the office space 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 allocated accommodation on a casual use basis as above and 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 keys/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 entitled to 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.**

## D. 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 benefiting the Harrow Partnership Strategies 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 benefiting the Harrow Partnership Strategies 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 benefiting the Harrow Partnership Strategies.

**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.

## E. 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 9.00 am to 5.00 pm 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/entry cards 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.

**F. Benchmarking criteria for the use of the community premises:**

1. Record of weekly attendance using the Attendance Monitoring Form;
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
    - \*testimonials/ thank you letters from individual users and organisations/ agencies the group is working with.
  - 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.
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





Meeting:	Grants Advisory Panel
Date:	8 <sup>th</sup> June 2009
Subject:	Street Collections 2009
Key Decision: (Executive side only)	No
Responsible Officer:	Javed Khan – Director of Community & Cultural Services
Portfolio Holder:	Councillor Chris Mote – Community and Cultural Services
Exempt:	Yes - Appendices 2 & 3 to this report are exempt by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 on the grounds that it contains information relating to an individual.
Enclosures:	<b>Appendix 1</b> – Metropolitan Police London-wide street collections programme 2009 and explanatory notes. <b>Appendix 2</b> – Street collection application from Harrow M.S. Therapy Centre (Part 2); <b>Appendix 3</b> – Street collection application from Mencap Hillingdon North (Part 2).

## SECTION 1 – SUMMARY AND RECOMMENDATIONS

This report sets out the current procedure for dealing with street collections in the Borough and presents two applications for sponsorship received for 2009.

### RECOMMENDATIONS:

The Grants Advisory Panel is requested to recommend to the Portfolio Holder for Community and Cultural Services the sponsorship of two local organisations in their applications to the Metropolitan Police to hold street collections in the Borough in 2009.

### REASON:

To enable each organisation to make a formal application to the Metropolitan Police in order to obtain a permit to collect on a specified date. These organisations will then be able to raise funds, which will allow them to continue to deliver services and improve the quality of life of their users.

## **SECTION 2 - REPORT**

### **2.1 Introductory Paragraph**

2.1.1 Currently the Metropolitan Police issues permits for all charity collections on public highway in the London area. For national or London-wide organisations permits are issued directly by the Metropolitan Police but individual boroughs are able to sponsor local organisations in their applications to the Metropolitan Police for collections in their own boroughs.

### **2.2 Brief Background**

2.2.1 According to the current rules governing street collections, every London Borough may sponsor a total of eight organisations in their applications to the Metropolitan Police to hold street collections in the Borough. An organisation may only hold one collection per year.

2.2.2 Organisations wishing to hold street collections in the Borough must supply details of the following:

- Previous flag days;
- The amount collected on the last occasion that a flag day was held;
- The number of collectors used on that occasion;
- The purpose to which the money was applied;
- Whether the organisation receives income from other flag days (National or London-wide) and, if so, the amount.

### **2.3 Current Situation**

2.3.1 The London-wide programme prepared for 2009 by the Metropolitan Police is attached as Appendix 1. The following dates have been allocated by the Police for local appeals:

23-28 February  
23-28 March  
22-26 June  
3-29 August (excluding Sundays)  
31 August-5 September  
22-30 October

2.3.2 In addition to the local appeals periods, the Council is also able to sponsor a limited number of collections held during student Rag Weeks that fall outside of the local appeals periods.

### **2.4 Options Considered**

2.4.1 Two out of a potential eight organisations have requested that the Council sponsor their applications to the Metropolitan Police to hold street collections in the Borough in 2009. These are listed below:

- Harrow M.S. Therapy Centre - requesting permission to hold a collection in Central Harrow, Pinner and possibly Stanmore on 29<sup>th</sup> September 2009.
- Mencap Hillingdon North - requesting permission to hold a collection outside Marks and Spencer food store in Pinner on 15<sup>th</sup> August 2009. This location falls under Harrow Council public highway.

## **2.5 Why a change is needed**

2.5.1 Not Applicable.

## **Implications of the Recommendation**

### **2.6 Staffing/workforce**

2.6.1 There are no staffing/workforce implications for the Council related to this report.

### **2.7 Equalities Impact**

2.7.1 The organisations applying for street collections, as listed in paragraph 2.4.1, provide valuable support and services to vulnerable people, including people with physical and learning disabilities and people suffering from terminal illness.

### **2.8 Legal Implications**

2.8.1 There are no legal implications for the Council relating to this report.

### **2.9 Community Safety**

2.9.1 Within the Metropolitan Police District, street collection permits are issued by the Commissioner of Police. The rules governing their issue and the conduct of collections are contained in regulations by the Secretary of State, a copy of which is attached as Appendix 1. The regulations must be fully complied with by anyone promoting or taking part in a street collection. Failure to comply with the regulations is an offence, which may result in prosecution.

### **2.10 Financial Implications**

2.10.1 There are no financial implications for the Council relating to this report.

### **2.11 Performance Issues**

2.11.1 There are no direct performance issues.

## 2.12 Environmental Impact

2.12.1 There are no environmental implications associated with the proposed recommendation set out in this report.

## 2.13 Risk Management Implications

2.13.1 There are no known risk management implications for the Council relating to the sponsorship of organisations holding street collections in the Borough, as permits are issued by the Metropolitan Police.

Risk included on Directorate risk register? **No**

Separate risk register in place? **No**

## SECTION 3 - STATUTORY OFFICER CLEARANCE

<b>Name:</b> Sheela Thakrar	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
<b>Date:</b> 26 <sup>th</sup> May 2009		
<b>Name:</b> Jessica Farmer	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
<b>Date:</b> 27 <sup>th</sup> May 2009		

## Section 4 – Performance Officer Clearance

<b>Name:</b> Tom Whiting	<input checked="" type="checkbox"/>	Divisional Director (Strategy and Improvement)
<b>Date:</b> 22 <sup>nd</sup> May 2009		

## Section 5 – Environmental Impact Officer Clearance

<b>Name:</b> John Edwards	<input checked="" type="checkbox"/>	on behalf of the* Divisional Director (Environmental Services)
<b>Date:</b> 26 <sup>th</sup> May 2009		

## **SECTION 6 - CONTACT DETAILS AND BACKGROUND PAPERS**

### **Contact:**

Audrey Salmon, Interim Service Manager – Community Resources and Projects (ext. 5332)

Parveen Vasdev, Principal Grants Officer (ext. 7625)

Charlotte Clark, Senior Grants Officer (ext. 2335)

### **Background Papers:**

Appendix 1 – Metropolitan Police London-wide street collections programme 2009 and explanatory notes.

Appendix 2 – Street collection application from Harrow M.S. Therapy Centre (Part 2)

Appendix 3 – Street collection application from Mencap Hillingdon North (Part 2)

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**St Collections for 2009**

Thursday	1st	January	New Year Day Parade
Saturday	3rd	January	Spare
Saturday	10th	January	Spare
Saturday	17th	January	Spare
Saturday	24th	January	Spare
Saturday	7th	February	BIBIC (British Institute of Brain Injured Children)
Thursday	12th	February	Spare
Saturday	14th	February	Spare
Monday	23rd	February	Local Appeal
Saturday	28th	February	

**Please note Sunday's are not available as a Street collection day**

Tuesday	3rd	March	Spare
Saturday	7th	March	Salvation Army
Saturday	14th	March	Marie Curie Cancer Care
Tuesday	17th	March	Spare
Saturday	21st	March	Spare
Monday	23rd	March	Local Appeal
Saturday	28th	March	
Saturday	4th	April	Spare
Tuesday	7th	April	Spare
Saturday	11th	April	National Anti-Vivisection Society
Tuesday	14th	April	Spare
Saturday	18th	April	International Children's Trust (children's day)
Tuesday	21st	April	Spare
Friday	24th	April	Spare
Saturday	25th	April	Animal Aid
Saturday	2nd	May	Spare
Tuesday	5th	May	Royal National Lifeboat Institute
Saturday	9th	May	British Red Cross Society
Tuesday	12th	May	Greater London Fund for the Blind
Saturday	16th	May	Christian Aid
Tuesday	19th	May	Spare
Wednesday	20th	May	Army Benevolent Fund **
Saturday	23rd	May	LEPRA (British Leprosy Relief Ass)
Tuesday	26th	May	Spare
Tuesday	2nd	June	Spare
Saturday	6th	June	Multiple Sclerosis Society
Tuesday	9th	June	Spare
Saturday	13th	June	Spare
Wednesday	17th	June	Alexandra Rose Day
Saturday	20th	June	Sea Cadets Corps

Monday	22nd	June	Local Appeal
Friday	26th	June	
Saturday	27th	June	Guide Dogs for the Blind
Wednesday	1st	July	Spare
Thursday	2nd	July	Macmillan Cancer Relief
Saturday	4th	July	British Polio Fellowship
Wednesday	8th	July	Alzheimer's Society
Saturday	11th	July	St Johns Ambulance
Tuesday	14th	July	Spare
Saturday	18th	July	Uncaged
Tuesday	21st	July	Spare
Saturday	25th	July	Compassion in Farming Trust
Tuesday	28th	July	Spare
Saturday	1st	August	Hope Worldwide
Monday	3rd	August	Local Appeal
Saturday	29th	August	
<b>Please note Sunday's are not available as a Street collection day</b>			
Monday	31st	August	Local Appeal
Saturday	5th	September	
<b>Please note Sunday's are not available as a Street collection day</b>			
Saturday	12th	September	Leukaemia Research Fund
Tuesday	15th	September	Spare
Friday	18th	September	Royal Air Forces Association
Saturday	19th	September	Royal Air Forces Association
Tuesday	22nd	September	Spare
Saturday	26th	September	International Children's Trust (children's day)
Saturday	3rd	October	Society for the Protection of Unborn Children
Tuesday	6th	October	Spare
Saturday	10th	October	Amnesty International
Tuesday	13th	October	Cancer Research UK
Saturday	17th	October	United Nations Association
Tuesday	20th	October	Spare
Saturday	24th	October	Local Appeal
Friday	30th	October	
<b>Please note Sunday's are not available as a Street Collection day</b>			
Friday	6th	November	Royal British Legion Poppy Appeal
Saturday	7th	November	Royal British Legion Poppy Appeal
Tuesday	10th	November	Spare
Saturday	14th	November	Animal Protection Agency
Tuesday	17th	November	Spare
Saturday	21st	November	Spare
Tuesday	24th	November	Spare
Saturday	28th	November	Phoenix Trust (London Aids Day)
Tuesday	1st	December	Christmas Carol Collections authorisation given at local police stations
Thursday	24th	December	



\*\* (not London Wide Collection but has same Wed every year for the Chelse

## STREET COLLECTIONS WITHIN THE METROPOLITAN POLICE DISTRICT

A permit is required by anyone collecting money or selling articles for charitable purposes in a public place and it is an offence to hold a collection without one. Within the Metropolitan Police District permits are issued by the Commissioner of Police. The rules governing their issue and the conduct of collections are contained in regulations made by the Secretary of State, a copy of which is attached to this note.

The regulations should be read carefully and must be fully complied with by anyone promoting or taking part in a street collection. Failure to comply with the regulations is an offence, which may result in prosecution.

### 1. Street Collection Programme

Within the Metropolitan Police District a street collection programme is in operation. This facilitates the smooth running of collections and avoids more than one charity collecting on the same day. The programme caters for collection to be held –

- ◆ On a London –wide basis; or
- ◆ Within a local Borough; or
- ◆ As part of a Carnival or Student Rag Day provided these
- ◆ events are held on a traditional date; or
- ◆ Between 1 and 24 December (for carol singing only).

#### a) London-Wide Collections

Two days each week (Tuesday and Saturday) are allocated throughout the year except during the periods set aside for local Borough collections or during December. Each charity is normally permitted only one day on which to collect in each year.

If a charity or organisation is contemplating a collection for the first time, applications for a permit should be accompanied by some background information or literature about the aims and objectives of the organisation or charity together with copies of any accounts for the previous three years.

#### b) Local Borough Collections

Six periods each year are allocated for those people who wish to collect within a Borough. These dates vary slightly but are usually:

February.....	The last week
March .....	The last week
June .....	The last week
August .....	The whole month
September .....	The first week
October .....	The last week

## **No charity or organisation may collect more than once a year in any one Borough**

The Mayor or Chief Executive of the Borough in which the collection is to be held must approve the collection and issue a letter of sponsorship, which must accompany the application.

The Mayor or Chief Executive may issue up to eight letters of sponsorship in a year, but to different charities or groups.

### **c) Borough Carnival or Student Rag**

If a collection is to be held as part of a carnival or Rag the event must be held on a traditional date every year. A letter of sponsorship must accompany applications from the Mayor or Chief Executive of the borough concerned.

### **d) 1 to 24 December**

Permission to collect during this period is given by the OCU Commander of the Borough concerned and not by the Commissioner as in all other applications. The collection should be made only in connection with the singing or playing of Christmas carols (section 20 of the regulations refers). No other collections will be authorised during the month of December.

## **2. Procedure for Applying for Permits**

Please ensure that the application form is fully and correctly completed and accompanied where appropriate by any necessary information and/or letter of sponsorship. It should be sent to Gloria Paine, TP HQ, Charities desk, room 421, Victoria Embankment, Westminster, London, SW1A 2JL.

Applications are referred to an advisory Committee for their recommendations before any permit is granted or refused. It is important to allow sufficient time for requests to be considered. Application forms must be received well in advance of the date proposed for the collection, but at the latest they must be received by the first day of the month preceding the month in which the collection is to be held, for example if a permit is required for a date in September then the application must be received by 1<sup>st</sup> August.

The collection date requested may not always be available and the applicants should be prepared to consider alternative dates.

Whilst a permit granted by the commissioner authorises the holder to organise a collection in a public place, separate authority is required from London Underground or Rail track to hold collections in underground or railway stations.

## **3. After the Collection**

Attention is drawn to section 19 of the regulations, which sets out the procedure for submission of audited accounts etc. All the items required under this regulation **MUST** be submitted within three months and it is essential that this time scale be adhered to.

# Street Collections

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## Regulations of the Secretary of State

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*In pursuance of Section 5 of the Police, Factories etc. (Miscellaneous Provisions) Act 1916 the Secretary of State has made Regulations with respect to the places where and the conditions under which persons may be permitted in any street or public place within the Metropolitan Police District to collect money or sell articles for the benefit of charitable or other purposes. The following is an extract from the said Regulations:-*

3. These Regulations shall not apply —
  - (a) in respect of a collection taken at a meeting in the open air; or
  - (b) to the selling of articles in any street or public place when the articles are sold in the ordinary course of trade and for the purpose of earning a livelihood and no representation is made by or on behalf of the seller that any part of the proceeds of sale will be devoted to any charitable purpose.
4. No collection shall be made unless a permit therefore has been obtained from the Commissioner.
5. —(1) Every application for a permit shall be made in writing to the Commissioner in the form set out in Schedule 1 to these Regulations not later than the first day of the month preceding the month in which it is proposed to hold the collection:

(2) Provided that the Commissioner may consider an application made later than that date if he is satisfied that there are special reasons for so doing.

  - (2) Every application shall be made by a society, committee or other body consisting of not less than three members acting through not less than three members thereof who shall be jointly responsible for the collection.
  - (3) Every application shall be referred by the Commissioner to an Advisory Committee appointed by him with the approval of the Secretary of State, and, in deciding whether to grant a permit, he may have regard to any recommendation of the Advisory Committee.
6. No collection shall be made except upon the day and between the hours stated in the permit.
7. The Commissioner may, in granting a permit, limit the collection to such districts, streets or public places or such parts thereof as he thinks fit.

8. —(1) No person may assist or take part in any collection unless he is in possession of a written authority signed by or on behalf of the chief promoter.
- (2) Any person authorised under paragraph (1) above shall produce that authority forthwith for inspection on being requested to do so by any constable.
9. No collection shall be made in any part of the carriage way of any street:
- Provided that the Commissioner may, if he thinks fit, allow a collection to take place on such a carriage way where that collection has been authorised to be held in connection with a procession.
10. No collection shall be in such a manner as to cause, or be likely to cause, danger, obstruction, inconvenience or annoyance to any person.
11. No collector shall importune any person to the annoyance of such person.
12. While collecting—
- (a) a collector shall remain stationary; and
- (b) a collector or two collectors shall not be nearer to another collector than 25 metres:
- Provided that the Commissioner may, if he thinks fit, waive the requirements of this Regulation in respect of a collection which has been authorised to be held in connection with a procession.
13. No promoter, collector or person who is otherwise connected with a collection shall permit a person under the age of sixteen years to act as a collector:
- Provided that in the case of a collection which has been authorised to be held in connection with a procession, the Commissioner may, if he thinks fit, authorise the chief promoter to permit persons of less than sixteen but not less than fourteen years to act as collectors after receipt of a written assurance by such chief promoter that each of such persons will at all times be accompanied by a responsible able-bodied adult.
14. No collector shall be accompanied by any animal.
15. —(1) Every collector shall carry a collecting box.
- (2) All collecting boxes shall be numbered consecutively and shall be securely closed and sealed in such a way as to prevent them being opened without the seal being broken.
- (3) All money received by a collector from contributors shall immediately be placed in a collecting box.
- (4) Every collector shall deliver, unopened, all collecting boxes in his possession to a promoter.
16. A collector shall not carry or use any collecting box, receptacle or tray which does not bear displayed prominently thereon the name of the charity or fund which is to benefit, or any collecting box which is not duly numbered.
17. —(1) Subject to paragraph (2) below a collecting box shall be opened in the presence of a promoter and another responsible person.
- (2) Where a collecting box is delivered unopened to a bank it may be opened by an official of the bank.

(3) As soon as a collecting box has been opened the person opening it shall count the contents and shall enter the amount with the number of the collecting box on a list which shall be certified by that number.

18. —(1) No payment by way of reward shall be made to any collector.

(2) No payment shall be made out of the proceeds of a collection, either directly or indirectly, to any other person connected with the promotion or conduct of such collection for, or in respect of, services connected therewith, except such payments as may have been specified in the form of application for a permit and approved by the Commissioner.

19. —(1) Within three months after a date of collection, the chief promoter shall forward to the Commissioner—

(a) a statement in the form set out in Schedule 2 to these Regulations showing the amount received and the expenses and payments incurred in connection with the collection and certified by two of the persons responsible for the collection referred to in Regulation 5 (2) above and by a qualified accountant:

Provided that if a collection results in a sum of £400 or less being collected, the Commissioner may, if he thinks fit, waive the requirement for certification by a qualified accountant and substitute therefor a requirement for certification by an independent responsible person, unless, after examination of the statement, he decides that it should be certified by a qualified accountant.

(b) a list showing the names of the collectors; and

(c) a list of the amounts contained in each collection box,

and shall, if required by the Commissioner, satisfy him as to the proper application of the proceeds of the collection.

(2) The chief promoter shall also, within the same period, at the expense of the chief promoter and after any certification required under paragraph (1) (a) above, publish in such newspaper or newspapers as the Commissioner may direct a statement showing the name of the chief promoter, the area to which the permit relates, the name of the charity or fund to benefit, the date of the collection, the amount collected, the amount distributed to each charity or fund to benefit, and the amount of expenses and payments incurred in connection with such collection.

Provided that the Commissioner may, if he thinks fit, waive the requirements of this paragraph in respect of a collection which results in the sum of £400 or less being collected.

(3) Not later than seven days after publication of a newspaper containing the statement required by paragraph (2) above the chief promoter shall send a copy of that newspaper to the Commissioner.

(4) For the purpose of this Regulation '*a qualified accountant*' means a member of one or more of the following bodies:—

The Institute of Chartered Accountants in England and Wales;

The Institute of Chartered Accountants of Scotland;

The Chartered Association of Certified Accountants;

The Institute of Chartered Accountants in Ireland.

20. —(1) This Regulation applies to a collection in respect of which the Commander in charge of the Police Borough where it is to be held has issued a certificate for the purposes of this Regulation to the person who appears to them to be principally concerned in promoting the collection and which is made in accordance with the terms of that certificate.

(2) No certificate shall be issued under paragraph (1) above unless it appears to the Borough Commander that the collection is to be made in the period from 1st to 24th December in any year and in connection with the singing or playing (including the reproduction of recordings) of Christmas carols by two or more persons assembled together.

(3) In the case of a collection to which this Regulation applies—

(a) Regulations 4, 5, 12(b), 17 and 19, and in so far as they relate to the numbering of collecting boxes, Regulations 15(2), and 16, shall not have effect; and

(b) Regulations 6, 7, 8(1), 9, 12 (except paragraph (b)), and 13 shall be construed as if any reference to a permit or the Commissioner were, respectively, a reference to the certificate under paragraph (1) and the Divisional Commander, as if any reference to the chief promoter or promoter were a reference to the person to whom the certificate is issued, and as if the reference in the proviso to Regulation 13 to a collection which has been authorised to be held in connection with a procession were a reference to any collection.

21. —(1) The Regulations made and confirmed by the Secretary of State under section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916 and dated 2nd July 1926 (1) and the Street Collections (Metropolitan Police District) Regulations 1963(b) are hereby revoked.

(2) Where a permit has been granted under the Regulations mentioned in paragraph (1) above in respect of a collection to be made after the coming into operation of these Regulations, these Regulations (including paragraph (1) above) shall not have effect in relation to that collection.

The Street Collections (Metropolitan Police District) Regulations 1979

Form of Application for Permit

To the Commissioner of Police of the Metropolis:

We, the undersigned, hereby, on behalf of the society, committee or other body named in paragraph 1 below, make an application for a permit for a street collection.

(Either delete or complete as appropriate)

We apply for the collection to be authorised to be held in connection with a procession and for one or more of the special permissions referred to in the provisos to Regulations 9, 12 and 13, as follows:

- 1. Name of society, committee or body of persons applying for permit for the collection (chief promoter).
2. Address of chief promoter.
3. Names and addresses of the individuals through whom this application is made and who will be jointly responsible for the collection.
4. Name of charity or fund which is to benefit.
5. Address of the principal office of the charity or fund and name of the secretary or other chief executive officer.
6. Objects of the charity or fund.
7. Date upon which it is proposed to make the collection.
8. Locality within which it is proposed to make the collection.
9. Method proposed to be adopted in making the collection.
10. Payments (if any) proposed to be made to persons connected with the promotion or conduct of the collection, including the name and address of each recipient and the amount to be paid in each case.
11. Disposal of the proceeds (including any deduction proposed to be made from the proceeds before distribution to the charity or fund for expenses or any other purposes; the purpose and estimated amount of any such deduction; and the distribution of proceeds between the charities and funds, if more than one is to benefit).

Signed.....
.....
.....
.....
.....

Date.....



Form of Statement

Name and address of society, committee or body to whom the permit for the collection was granted (chief promoter):

Name of charity or fund to benefit:

Date of collection:

Show NIL entries

Proceeds of Collection	Amount	Total	Expenses and application of proceeds	Amount	Total
From collecting boxes			Printing and Stationery		
			Postage		
Interest on proceeds			Advertising		
			Collecting Boxes		
			Badges or other emblems		
Other items (specify items separately)			Other Items (specify items separately)		
			Payments referred to in reg. 18(2)		
			Disposal of balance (insert particulars)		
<b>Total</b>	£	£	<b>Total</b>	£	£

the expenses of the collection were defrayed otherwise than from the proceeds of the collection – either wholly or in part – the particulars of the amount should be inserted on both sides of the Account, i.e. in the 'Proceeds' column and as an item of 'Expenses'.

Certificate of two of the persons who applied for the permit

We certify that to the best of our knowledge and belief the above is a true account of the proceeds, expenses and application of the proceeds of the collection.

Signed..... and..... Date..... 20.....

Certificate of Accountant (or other responsible person referred to in regulation 19(1)(a))

I certify that I have obtained all the information and explanations required by me and that the above is in my opinion a true account of the proceeds, expenses and application of the proceeds of the collection.

Signed..... Date..... 20..... Qualifications.....

Name (in block capitals)..... Address.....

NEW SCOTLAND YARD, SW1H 0BG

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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