

# Grants Advisory Panel AGENDA

**DATE:** Monday 25 November 2013

**TIME:** 7.30 pm

**VENUE:** Committee Rooms 1 & 2,  
Harrow Civic Centre

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## **MEMBERSHIP** (Quorum 3)

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**Chairman:** Councillor Joyce Nickolay

**Councillors:**

Manji Kara  
Mrs Vina Mithani  
Chris Mote

Kairul Kareema Marikar  
Varsha Parmar  
Bill Phillips (VC)  
Sasi Suresh

Mano Dharmarajah

**Adviser:** Sarah Kersey, Representative of the Voluntary and Community Sector

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## **Reserve Members:**

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1. Ramji Chauhan  
2. John Nickolay  
3. Susan Hall  
4. Lynda Seymour

1. Christine Robson  
2. Bill Stephenson  
3. Mitzi Green  
4. Krishna Suresh

1. Asad Omar

**Contact:** Una Sullivan, Democratic & Electoral Services Officer  
Tel: 020 8424 1785 E-mail: [una.sullivan@harrow.gov.uk](mailto:una.sullivan@harrow.gov.uk)

# **AGENDA - PART I**

## **1. ATTENDANCE BY RESERVE MEMBERS**

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

Reserve Members may attend meetings:-

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

## **2. DECLARATIONS OF INTEREST**

To receive declarations of disclosable pecuniary or non pecuniary interests, arising from business to be transacted at this meeting, from:

- (a) all Members of the Panel;
- (b) all other Members present.

## **3. MINUTES (Pages 1 - 8)**

That the minutes of the meeting held on 11 July 2013 be taken as read and signed as a correct record.

## **4. PUBLIC QUESTIONS**

To receive questions (if any) from local residents or organisations under the provisions of Executive Procedure Rule 50 (Part 4D of the Constitution).

## **5. PETITIONS**

To receive petitions (if any) submitted by members of the public/Councillors under the provisions of Executive Procedure Rule 48 (Part 4D of the Constitution).

## **6. DEPUTATIONS**

To receive deputations (if any) under the provisions of Executive Procedure Rule 49 (Part 4D of the Constitution).

**7. INFORMATION REPORT - MID-YEAR GRANT MONITORING (Pages 9 - 14)**

Information Report of the Corporate Director of Community, Health and Wellbeing.

**8. INFORMATION REPORT - UPDATE ON THIRD SECTOR INVESTMENT PLAN 2012-15: COUNCIL SUPPORT TO THIRD SECTOR ORGANISATIONS (Pages 15 - 50)**

Information Report of the Corporate Director of Community, Health and Wellbeing.

**9. ASPERGERS SYNDROME ACCESS TO PROVISION APPLICATION (Pages 51 - 56)**

Report of the Corporate Director of Community, Health and Wellbeing.

**10. ANY OTHER URGENT BUSINESS**

Which cannot otherwise be dealt with.

**11. EXCLUSION OF THE PRESS AND PUBLIC**

To resolve that the press and public be excluded from the meeting for the following item of business, on the grounds that it involves 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>
12.	Information Report: Mid-Year Monitoring Report - Appendices 1 and 2	Information under paragraph 1 (contains information relating to any individuals).
13.	Aspergers Syndrome Access to Provision Application – Appendix 1	Information under paragraph 1 (contains information relating to any individuals).

**AGENDA - PART II**

**12. INFORMATION REPORT - MID-YEAR MONITORING REPORT (Pages 57 - 150)**

Appendices 1 and 2 to the Report of the Corporate Director of Community, Health and Wellbeing at Item 7 above.

**13. ASPERGERS SYNDROME ACCESS TO PROVISION APPLICATION** (Pages 151 - 164)

Appendix 1 to the Report of the Corporate Director of Community, Health and Wellbeing at Item 9 above.

# GRANTS ADVISORY PANEL

## MINUTES

### 11 JULY 2013

**Chairman:** \* Councillor Joyce Nickolay

**Councillors:**

* Mano Dharmarajah	* John Nickolay (2)
* Manji Kara	* Bill Phillips
† Kairul Kareema Marikar	* C Robson (1)
* Mrs Vina Mithani	* Sasi Suresh

**Adviser:** † Deven Pillay, Representative of the Voluntary and Community Sector., Voluntary and Community Sector

\* Sarah Kersey, Panel Adviser Designate Designate

\* Denotes Member present  
(1) and (2) Denote category of Reserve Members  
† Denotes apologies received

#### 129. Attendance by Reserve Members

**RESOLVED:** To note the attendance of the following duly constituted Reserve Members:

Ordinary Member

Councillor Chris Mote  
Councillor Varsha Parmar

Reserve Member

Councillor John Nickolay  
Councillor Christine Robson

#### 130. Declarations of Interest

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

## Agenda Item 10 – Edward Harvist Trust Applications

Councillor Mano Dharmarajah declared a non-pecuniary interest in that he had involvement with an applicant, namely the Tamil School in Hendon. He would remain in the room whilst the matter was considered and voted upon.

Councillor John Nickolay declared a non-pecuniary interest in that he had involvement with an applicant, namely Old Gaytonians, part of Harrow Athletics Club. He would remain in the room whilst the matter was considered and voted upon.

Councillor Sasi Suresh declared a non-pecuniary interest in that she had involvement with two applicants, namely Harrow Tamil Association and the Tamil School in Hendon. She would remain in the room whilst the matter was considered and voted upon.

Sarah Kersey, Panel Adviser Designate, declared a disclosable pecuniary interest in that she worked for an applicant, namely Voluntary Action Harrow. She would leave the room while the matter was discussed and voted upon.

### **131. Appointment of Vice-Chairman**

**RESOLVED:** To appoint Councillor Bill Phillips as Vice-Chairman of the Grants Advisory Panel for the 2013/2014 Municipal Year.

### **132. Minutes**

**RESOLVED:** That the minutes of the meeting held on 4 February 2013, be taken as read and signed as a correct record.

### **133. Public Questions, Petitions and Deputations**

**RESOLVED:** To note that no public questions were put, or petitions or deputations received at this meeting.

## **RECOMMENDED ITEMS**

### **134. Appointment of Panel Adviser**

The Panel received a report of the Director of Legal and Governance Services in which they were requested to consider the appointment of an adviser to the Panel for the 2013-14 Municipal Year, following elections held by the Voluntary Sector Forum, and to assist the work of the Panel on general and specific matters. Sarah Kersey, Panel Adviser Designate, was present and contributed to the meeting.

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

That Sarah Kersey be appointed as the Adviser to the Grants Advisory Panel for the 2013-14 Municipal Year.

### **135. Edward Harvist Trust Applications**

The Divisional Director, Community & Culture, introduced the report which set out information relating to applications for funding from Edward Harvist Trust monies. She informed the Panel that 21 applications had been received, requesting in total a sum greater than the sum available for allocation.

Two applications had arrived after the deadline; one had arrived 7 minutes late, and the other was a day late; both were otherwise eligible. Members agreed to accept the application which had been 7 minutes late, but refused the other.

The Divisional Director, Community & Culture, then advised members on applications in detail, commenting on how each met the criteria and eligibility requirements.

The following five applications fully met the criteria, and received the requested funding in full:

Aspire (£1099);  
Harrow Over 50 Club (£1500);  
Kids Can Achieve (£1253.76);  
St Luke's Hospice (£1500);  
St Peter's Harrow (£1356.24).

In addition, the Panel agreed to accept and grant the following application:

Afghan Association Paiwand (£1300).

The Panel then considered two applications with quotes which fell outside the standard definition. The first provided website links rather than written quotes, and the second provided quotes sourced from a government framework. Members agreed that website links were acceptable if verifiable, given the ease and preference for using new technology. They agreed to accept and grant one of the two applications in full:

Russian Immigrants Association (£1080)

However, Members also agreed that, although quotes derived from a government source should be reliable, Victim Support had still only supplied one quote and the requirement was for two. For that reason and for consistency of decision making, Members agreed not to fund that organisation.

The following three applications part met the criteria. Two were claiming for ineligible items (classed as revenue and not capital costs), and one had provided handwritten quotes for items. Members considered the factors where the criteria had not been met, and reluctantly concluded that there could be no exceptions to the eligibility rules as laid down in the guidance. Funding was agreed for the eligible items for the revised totals given:

ADHD and Autism Support (£1000);  
Harrow Iranian Community Association (£899.99);  
South Harrow Christian Fellowship (£789.03).

There were 9 further applications which did not meet the criteria for one or more of the following reasons:

- insufficient financial detail provided;
- invalid or insufficient quotes provided;
- funding requested for ineligible revenue items;
- recipient of grant funding within the last 3 years;
- no constitution provided.

The Panel discussed the application from Holy Trinity, Wealdstone, for which no constitution had been provided, and queried if this was a significant failure to meet the criteria given that it was a member of the established state religion, the Church of England, and therefore fell within a broader, overarching constitution. They also noted that the application was for funds to support the setting up of a food-bank, and that this was in the early stages.

The Divisional Director, Community & Culture, proposed that officers should request a constitution for the newly established food-bank, and grant the requested funds if one was supplied. Members agreed this proposal and further requested that unsuccessful applicants should be advised on how their application had failed, and reminded that they could apply again in the next round.

The Divisional Director, Community & Culture, informed Members that as the recommendations stood, £13,248 would be allocated, with approximately £6000 remaining for distribution.

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

That grants from the Edward Harvist Trust, as detailed in Appendix 1 to the minutes, be agreed.

**Reason for Decision:** To distribute Edward Harvist Trust grant funding to local Third Sector organisations for the benefit of Harrow residents.

## **RESOLVED ITEMS**

### **136. Information Report - End of Year Monitoring**

The Divisional Director, Community & Culture, introduced the report which set out information provided by organisations in receipt of grant funding as part of their end-year monitoring process.

She informed the committee that of 42 organisations, 37 had returned their completed forms, and on the basis of the information received, the current number of beneficiaries stood at 34,267, compared with 31,946 last year. The



Panel noted that in some cases, it was difficult to assess accurately the number of direct beneficiaries – she gave the example of Harrow Heritage Trust, which works in parks and open spaces that the public can access at any time. A number of organisations had exceeded their targets for user outcomes and / or individuals supported, including the Aspergers Syndrome Autism Project, which had supported 95 individuals against an original target of 30. Organisations had used the funding to provide a range of activities and services.

She added that organisations remained concerned about future funding, and highlighted further areas of concern, including increased demand for services, and the recruitment and deployment of volunteers.

Members discussed issues relating to volunteers, and were informed that although numbers of volunteers were still coming forward, it was not always easy to find appropriate and / or long term placements for them. Also, a number of organisations lacked experience in managing volunteers or devising a strategy for their productive involvement. The Divisional Director, Community & Culture, stated that her service was currently working on a specification for CVS services in the borough, which would include a strand on volunteering and managing volunteers.

She reminded Panel Members that there would be a ‘celebration of volunteering’ ceremony in November, with awards in five categories. She invited Members to encourage people to consider nominations for awards.

In response to a query from the Chair about the nil return from five organisations, the Divisional Director of Community and Culture explained that these had been in receipt of small grants, had received several reminders and offers of support, and that some were delivering outcomes within a different timeframe and were therefore slightly delayed.

The Chair commented that non-compliance should be noted and recorded.

A Member commended the impressive achievements delivered via grant funding, and asked if figures for the grant allocated to each organisation could be included in the report. The Divisional Director of Community and Culture agreed it could be included in future reports.

**RESOLVED:** That:

- (1) the report be noted;
- (2) figures for grants allocated be included in future monitoring reports.

### **137. Small Grants Timetable**

The Divisional Director, Community & Culture, circulated two tabled documents for information: a proposed Forward Plan for the Panel and the Small Grants timetable. She suggested alternative dates for the remaining Grants Advisory Panel meetings and explained that it would be preferable to put back the November date to allow for a full mid-year report, and to bring

forward the March date to February to accommodate the grants application and allocation process.

Members discussed their availability and agreed that the meetings dates should be changed to Tuesday 19 November 2013 and Thursday 20 February 2014.

**RESOLVED:** That the remaining dates for Grants Advisory Panel in the 2013-14 Municipal Year be changed to Tuesday 19 November and Thursday 20 February.

(Note: The meeting, having commenced at 7.30 pm, closed at 9.25 pm).

(Signed) COUNCILLOR JOYCE NICKOLAY  
Chairman

## APPENDIX 1

Grants to be made from the Edward Harvist Trust Fund:

Organisation	Amount of Grant
Aspire	£1,099
Harrow Over 50 Club	£1,500
Kids Can Achieve	£1,253.76
St Luke's Hospice	£1,500
St Peter's Harrow	£1,356.24
Afghan Association Paiwand	£1300
Russian Immigrants Association	£1080
ADHD and Autism Support	£1000
Harrow Iranian Community Association	£899.99
South Harrow Christian Fellowship	£789.03
<b>Total</b>	<b>£11,778.02</b>

Grant to be made from the Edward Harvist Trust Fund on receipt of a constitution for the applicant organisation:

Organisation	Amount of Grant
Holy Trinity, Wealdstone	£1470
<b>Total</b>	<b>£1470</b>

**Total Amount of Grant Allocated:            £13,248.02**

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**REPORT FOR: GRANTS ADVISOR .  
PANEL**

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**Date of Meeting:** 25<sup>th</sup> November 2013

**Subject:** **INFORMATION REPORT – Mid-year grant monitoring**

**Responsible Officer:** Paul Najsarek, Corporate Director  
Community, Health and Well-Being

**Exempt:** No – except Appendix 1 and 2. This is exempt from publication under paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) as it contains information relating to any individual

**Enclosures:** Appendix 1: Extracts from monitoring forms (OBG)  
Appendix 2: Extracts from monitoring forms (Small Grants)

## **Section 1 – Summary**

This report sets out information on the monitoring of projects or services awarded grant funding in 2013-14. The report presents information provided by organisations on the delivery of their services as part of the mid-year monitoring process.

**FOR INFORMATION**

## Section 2 – Report

### Background

- 2.1.1 In March 2013 Harrow Council awarded grant funding to 40 projects and services; 14 projects/services were funded under the Outcomes Based Grants (OBG) programme and 26 under the Small Grants programme. Following the appeals process a further 3 projects were awarded grant funding (two OBG and 1 Small Grant) making a total of 43 projects funded during 2013-14. During the year one of these organisations (Harrow Homestart) was unable to take up the offer of an OBG grant award due to funding difficulties and subsequent closure of the organisation.
- 2.1.2 As part of the Service Level Agreement (SLA) signed with the Council organisations in receipt of grant funding are expected to participate in a process of annual monitoring. This year all grant funded organisations were required to complete an on-line, self-assessment monitoring form to provide an update on the delivery of their services and a report on the expenditure of grant funds. The monitoring form was developed jointly with colleagues in Community Health and Well-Being and the Children and Families Directorates. The deadline for the return of forms was 7<sup>th</sup> October 2013. Monitoring visits were undertaken for all OBG funded projects.
- 2.1.3 Monitoring forms were received for 35 projects by the deadline of 7<sup>th</sup> October 2013, of these 14 were from OBG funded projects and 21 were from small grant funded projects. Six monitoring forms were received after the deadline and one organisation was given approval to submit their information at the end of the year (March 2014) as their activity was not due to take place until November.
- 2.1.4 Appendix 1 and 2 provide extracts from the monitoring forms received from organisations. This information includes a comparison of beneficiary numbers stated at the beginning of the year (taken from the grant application form) and the actual numbers achieved to date.

### **Summary of grant funding outcomes**

- 2.1.5 Grant funding awarded during 2013-14 has supported the development of both new and existing services. The funding has enabled the delivery of a range of activity to a diverse cross-section of people from across the borough. The number of beneficiaries expected to benefit from grant funded services this year is **75,193**. Based on the monitoring information received, the actual number of beneficiaries that have benefited so far this year is **43,783**. This number is higher than the total number of actual beneficiaries reported at the end of 2012-13 which was 34,267.
- 2.1.6 The following is a summary of some of the achievements and issues identified through the monitoring process:

### 2.1.7 Summary of achievements

Organisations have reported a number of positive developments during the first six months of the funding period;

- i) **Positive outcomes for beneficiaries:** A number of projects have reported on the positive outcomes achieved for beneficiaries, for example; Harrow Law Centre have reported on outcomes such as preventing homelessness and securing welfare benefits for clients; Ignite Trust have reported on the positive changes in behaviour observed amongst the young people attending their activities; The Wish Centre have reported on the positive outcomes achieved for young women including reductions in incidents of repeat victimisation and self-harming.
- ii) **Improvements in health and well-being;** Many projects have reported on the positive contribution their services have had on the health and well being of individuals, for example; Mind in Harrow have reported on the positive outcomes achieved for the emotional well-being of service users; Roxeth Youth Zone have reported positive improvements in confidence, self-esteem and the emotional well-being amongst the young girls supported; HACAS (Harrow African Caribbean Association) and the Harrow Tamil Association have both provided activities that reduce isolation and help maintain the health and well-being of older people.
- iii) **Learning and skills development:** Some of the funded projects have supported service users and volunteers with accessing learning and gaining new skills, for example; Capable Communities have supported people with learning disabilities to learn new skills; The ADHD Support Group has helped improve the social skills of young people facing school exclusion; The 9<sup>th</sup> Kenton Scout group have continued to deliver their activities helping children and young people develop their scouting and team working skills; The Association of Tamil School Hendon has continued to support children with improving their educational attainment.
- iv) **Promotion of services:** Many projects have actively promoted their services to both users and professionals, for example; The Harrow Environmental Forum have attended a number of events including this years Under One Sky; St Luke's Hospice have developed new leaflets and promoted their service through articles and open days.
- v) **Development of new services.** Some of the new services that have been set up with Council grant funding this year include;

*Reducing worklessness and homelessness* project delivered by Harrow Churches Housing Association. This service supports unemployed young people aged 25 and under to secure training

or employment. Despite a late start the project has already achieved employment and training outcomes for some of the young people engaged with the service;

*Trauma and Mental Health Counselling and Support service* delivered by EACH. The service is providing counselling and support to members of the Tamil, Somali and South Asian communities who have experienced trauma, violence and mental health problems;

- vi) **Targets exceeded:** Some organisations have exceeded their expected targets, in some cases projects have exceeded the targets that were set for the whole year:
- HAD (Harrow Association for Disabled People) have exceeded their targets for the welfare benefits and advocacy service.
  - Harrow CAB (Citizens Advice Bureau) has exceeded targets for the telephone advice service.
  - The South Harrow Christian Fellowship has exceeded their targets for the numbers attending both the coffee mornings and the Kids Club.
  - The Harrow Heritage Trust has supported the delivery of 1,551 hours of physical work exceeding their target for the whole year of 1,000 hours.

#### 2.1.8 Summary of issues identified

As well as the positive developments reported, a number of issues were also identified;

1. Many projects have identified an **unexpected demand** for their services, for example; The Roxeth Youth Zone have found that they are dealing with more complex issues than anticipated and have therefore had to increase the number of sessions provided; EACH have identified a greater than expected demand for the Tamil counselling service and are considering extending the time allocated to this part of the service.
2. Some of projects have experienced a **delayed start** such as Harrow Churches Housing Association, EACH and Carramea. Some of this was as a result of difficulties experienced in recruiting appropriately qualified staff; Some organisations such as the Harrow Iranian Community Association and the Russian Immigrants Association experienced delays due to the later than expected opening of the new Community Resource Centre.
3. **Difficulties in recruiting and retaining participants and volunteers;** Some services such as the Health and Economic Well-Being project delivered by the EDO State Women Association (ESWA) and Voluntary Action Harrow (VAH) have experienced problems recruiting and retaining participants; Harrow Shopmobility have reported difficulties with recruiting appropriate volunteers that can offer the required time commitment; others such as the Harrow Law Centre have been unable



to increase the number of volunteers due to space restrictions with their accommodation.

4. Some services are expecting to **overspend** as a result of receiving less funding than was anticipated. Projects such as the luncheon club delivered by HACAS, Harrow Shopmobility and the Herts Inclusive Theatre project have all reported a predicted overspend. These projects will be aiming to address this by increasing membership fees and additional fundraising.

### **Section 3 – Financial Implications**

- 3.1 The total amount of funding awarded to projects and services in 2013-14 was £590,350. These grant awards were made within the £600,000 budget available.

OBG grant awards total; £435,959

Small grant awards total; £79,391

Funds ring-fenced for Infrastructure Services; £75,000

There are no other financial implications for the medium term financial strategy associated with this report.

### **Section 4 - Equalities implications**

- 4.1 Organisations are asked to provide information on the protected equality groups targeted by their service. The monitoring form asks organisations to select two of the protected characteristics that most closely describe their target group. An analysis of responses to this question shows that those with the protected characteristic of age are the most targeted for services.

<b>Protected equality group</b>	<b>No. of projects targeting this group</b>
Age	31
Disability	13
Gender reassignment	0
Pregnancy & maternity	0
Race	14
Religion or belief	1
Sex	10
Sexual orientation	0
Marriage & civil partnership	0

## Section 5 – Corporate Priorities

5.1 The distribution of grant funding to the Third Sector supports the delivery of the Council’s corporate priorities. Each grant applicant is asked to indicate the corporate priority supported by the project or service. The following tables indicate the corporate priorities supported by grant funded projects in 2013-14:

### Outcomes Based Grants

Corporate priority	Number of applications
Supporting and protecting people who are most in need	14
United and involved communities	1

### Small Grants

Corporate priority	Number of applications
Keeping neighbourhoods clean, green and safe	3
Supporting and protecting people who are most in need	17
United and involved communities	7

## Section 6 - Statutory Officer Clearance

Name: ...Anthony Lineker.....	<input type="checkbox"/>	on behalf of the Chief Financial Officer
Date: ...8 <sup>th</sup> November 2013...		

## Section 7 - Contact Details and Background Papers

**Contact:** Kashmir Takhar, Service Manager Community Sector Services,  
020 8420 9331

### Background Papers:

Cabinet report; 14<sup>th</sup> February 2013: Grant recommendations for Outcomes Based Grants 2013-2016 and Small Grants funding 2013-2014

<http://www.harrow.gov.uk/www2/documents/b15388/Supplemental%20Agenda%20Thursday%2014-Feb-2013%2019.30%20Cabinet.pdf?T=9>

**REPORT FOR: GRANTS ADVISOR .  
PANEL**

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**Date of Meeting:** 25<sup>th</sup> November 2013

**Subject:** **INFORMATION REPORT –  
Update on Third Sector  
Investment Plan 2012-15:  
Council support to Third Sector  
organisations**

**Responsible Officer:** Paul Najsarek, Corporate Director  
Community, Health and Well-Being

**Exempt:** No

**Enclosures:** Appendix 1: Third Sector Investment  
Plan  
Appendix 2: Community Resource  
Centre facilities hire rates  
Appendix 3: Third Sector Strategy

## **Section 1 – Summary**

This report provides an update on changes to the way in which Council support is provided to Third Sector organisations since the adoption of the Third Sector Investment Plan.

**FOR INFORMATION**

## Section 2 – Report

### 2.1.1 Background

In October 2011 Harrow Council approved the Third Sector Investment Plan 2012-15 (Appendix 1). It was developed following extensive consultation with the Third Sector and set out a strategic framework for the delivery of Council support to the Sector. The aim was to ensure the Council made the best use of its resources by aligning the allocation of these to the delivery of its corporate and statutory priorities. Since the adoption of this Plan there have been a number of changes to the way in which some of that support is delivered and this report provides an update on those changes:

2.1.2 The Third Sector is defined as follows: ‘Not for profit, independent, voluntary and community groups or organisations formed by local people, or those with a local interest, to improve the quality of lives for themselves and/or fellow citizens in Harrow. These include registered charities; voluntary organisations; community groups; faith groups involved in social action; community interest companies and social enterprises’.

2.1.3 The development of the Third Sector Investment Plan followed a review of the Main Grants programme and other Council support to the sector. The Plan was developed at a time when all Directorates were reviewing the support provided to the Third Sector to ensure that resources could be used in the most cost effective way to deliver services to Harrow residents. Both the Adults and Children and Families Directorates were reviewing their commissioning priorities and the demand for grant funding continued to far exceed the budget available.

2.1.4 The Third Sector Investment plan set out the following key principles:

- Resources will be allocated to organisations that operate on a not-for-profit basis only.
- Resources will be allocated where they are used for the benefit of people living, working or schooling in Harrow.
- Resources will be allocated where they help the Council deliver its priorities.
- The allocation of resources will be matched to the delivery of specified outcomes.
- Resources will be allocated where they achieve good value for money and deliver measurable added value.
- Resources will be allocated where they provide benefit to the protected equality groups under the Equalities Act 2010 and further the Council’s public sector duty on equalities.

The aim was that these principles would underpin the future delivery of Council support to the Third Sector through commissioning, grant funding and premises support.

### **2.2.1 Council grant funding and commissioning:**

In September 2012 Harrow Council agreed a new process for the distribution of Council grant funding. This new process introduced the Outcomes Based grants (OBG) and Small Grants programmes. The aim of the OBG programme was to provide large (up to £75,000 per annum), three year grants for the delivery of services that supported the Council's corporate priorities and approved core outcomes. The aim of the Small Grants programme was to provide small (up to £5,000), annual grants to smaller organisations (ie. those with an annual income of up to £50,000 per annum) to support the delivery of a range of projects and activities.

2.2.3 These changes reflected the feedback received from the sector and took in to account the other funding support provided by the Council. The budget available for grant funding is a discretionary fund and represents a relatively small proportion of the total funding provided to the sector by the Council as a whole. The changes took in to account the need for longer-term funding for some services as well as the Council's commitment to maintain a diverse and vibrant sector including smaller organisations. Improved cross-Directorate working has provided greater clarity on the amount of funding provided to the sector and streamlined some Council processes. For example, the introduction of joint monitoring means that some organisations complete a single set of monitoring forms and receive one monitoring visit that covers all Council-funded activity.

### **2.3.1 Accommodation support:**

The Third Sector Investment Plan identified that the current process for allocating accommodation support was ad hoc with some organisations benefiting as a result of historical arrangements. The results of the consultation with the sector indicated strong support for the following proposals:

- Organisations benefiting from Council accommodation should contribute to the cost of provision.
- 'Larger' organisations should support smaller ones with access to premises.
- There should be alternative provision to that currently provided at 'Community Premises' (ie. the ground floor offices located at 27 Northolt Road) possibly run by organisations themselves, such as a resource centre, or drop-in venue.
- Organisations should be able to book venues directly with schools rather than the Council operating as an intermediary.

Based on this feedback the Plan identified the need for 'Third Sector hubs' that offered opportunities for shared costs, community management and flexible use offering facilities such as;

- Office space
- 'Hot desking' space
- Shared meeting / training space
- Shared activity space
- Postage / internet / IT facilities

The following developments demonstrate how the delivery of Council support has changed since the adoption of the Third Sector Investment Plan:

- 2.3.2 *Carramea Community Resource Centre* (formerly known as Community Premises, ground floor offices, 27 Northolt Road). Community Premises was a Council operated voluntary and community sector office set up in 1996, initially intended as a start-up for new and small organisations. The premises offered free office accommodation, meeting space, postal address and mail receiving services, and centre management but was only benefitting 26 organisations, some of whom only used the postal services. Many of the organisations had been based there for over 10 years and some since the beginning with space vacated rarely to make way for other organisations. The Council was liable for all building and management costs. Each organisation had to pay for its own telephone and ICT costs.
- 2.3.3 In May 2013 Harrow Council concluded the transfer of the management of Community Premises from the Council to a voluntary organisation by the name of Carramea. Harrow Council agreed a 10 year lease with Carramea, who are responsible for managing these premises for the benefit of the local community.
- 2.3.4 Carramea is a consortium of mainly small, BMER (Black, minority ethnic and refugee) organisations many of which were previously based in the building. The organisation has been successful in securing funding from the Harrow Strategic Partnership, the Big Lottery Fund and the John Lyon Charity to develop the Centre. This has enabled refurbishment including a new reception area, new ICT installations and the re-modelling of the accommodation to provide more flexible space.
- 2.3.5 The Resource Centre offers organisations access to flexible, pay-as-you-go office space, as well as hourly hire of meeting and counselling rooms. Organisations pay an annual registration fee of £120 which entitles them to a reception and telephone message service, a postal address and mail handling service. Facilities such as individual work stations with computers, internet access and telephones can be booked on an hourly basis as can an ICT training suite. A list of hire rates for these facilities is attached at Appendix 2.
- 2.3.6 Following the completion of internal refurbishments, the first phase of the Centre opened in August 2013. The Centre will be fully operational in November 2013. It is expected that over 100 organisations will be able to benefit from this facility and most of the organisations

previously based at Community Premises have signed up for the new facility in addition to organisations new to the centre. This facility can now serve as a pilot for future community management of other Council premises where appropriate or viable and officers are already exploring the potential to offer the nearby Community Hall for community management, after consultation with local residents.

2.3.7 *Community Lettings* is the Council scheme that offers a booking service for community organisations to book school facilities. The scheme offers organisations the opportunity to make bookings at a concessionary rate at some schools in the borough.

2.3.8 The number of bookings managed through this scheme has reduced significantly since 2010 when most of the high schools in the borough transferred to academy status. These schools now manage their own bookings and only six schools remain in the scheme. The table below demonstrates the reduction in the number of bookings administered:

	2010-11	2011-12	2012-13	2013-14
<b>No. of bookings</b>	52	18	16	11

The bookings taken for the current academic year are as follows:

<b>Organisation</b>	<b>School</b>
Harrow Folk Dance club Harrow Iranian Community Association Rachana	Belmont School
Pinner United FC	Cannon Lane Middle School
KPS Gujarati School The Furquan Academy	Kenmore Park First School
North Harrow Evening Towns Women's Guild Elmfield Church Navalar Tamil School	Longfield First School
9 <sup>th</sup> Kenton Scout Group	Priestmead School
Tamil Kalvi Koodam	Welldon Park Middle School

2.3.9 The feedback from the sector (paragraph 2.3.1) demonstrated support for the proposal that organisations should be able to book directly with schools. In addition the consultation with schools also demonstrated a willingness to administer bookings directly. Initial discussions with the six schools still in the scheme have indicated a positive inclination towards managing the bookings directly and the aim is to move all bookings to schools by August 2014.

2.3.10 *The Lodge, 64 Pinner Road*: Following the closure of Harrow Association of Voluntary Service (HAVS), the lease on The Lodge, 64 Pinner Road was released to the Council in February 2012. The Lodge is currently occupied by five voluntary organisations; Harrow Community Transport, Harrow Bereavement Care, Harrow Refugee Forum, HOPE and Voluntary Action Harrow. One ground floor office is

occupied by DMG Sounds. There are two vacant offices on the first floor and their availability has been advertised to voluntary organisations in the borough and are likely to be filled shortly. There is a meeting room on the ground floor which is available for hire. The charges are £8 per hour for organisations with an income of £10,000 or less per annum and £13 per hour for organisations with an income of £10,001 or more per annum.

2.3.11 Harrow Council has managed the building since February 2012. The building has suffered from a lack of attention to external building repairs in previous years. Harrow Council has set aside funding to address these repairs including replacing the fascias and guttering and resurfacing the car park during 2013-14. The Community Sector Support team also provide a booking facility for the meeting space; arrange regular user group meetings with tenants in the building and conduct regular health & safety audits and maintenance support. The Council has been approached by several organisations who may be interested in self management of the building.

2.3.12 *Directory of venues:* Voluntary organisations are constantly seeking affordable venues to deliver their activities. The results of the consultation also indicated support for the provision of a directory of venues for hire. Work has commenced on a directory of venues which will be available on the Harrow Council website shortly. The directory will include not only Council premises but other venues for hire around the borough as well.

#### **2.4.1 Infrastructure support services**

Following the closure of HAVS Harrow Council has continued to fund the provision of support services to local voluntary and community organisations. This support has included;

- capacity building advice
- fund raising support
- a volunteer recruitment and placement service
- training workshops
- IT support; database development
- Support to the Voluntary and Community Sector Forum.

The services have been provided by Ealing, Hillingdon and Hammersmith and Fulham CVS (Council for Voluntary Services).

2.4.2 The current Service Level Agreement (SLA) for the delivery of these services will cease in November 2013. A tender for the provision of services from December 2013 onwards opened in October. The aim is to identify a new provider that will be awarded a contract to provide services on a longer-term basis.

**2.5.1 Other Support:** In addition to the above Harrow Council provides support to the Third Sector in a number of ways, including;

2.5.2 Local Third Sector organisations supported by Harrow Council have undertaken a consultation to identify support needs within the sector. The consultation results indicated strong support for the delivery of



infrastructure services by a consortium of local organisations. In response to this a consortium has been formed by local organisations by the name of Harrow Community Action (HCA). HCA has been established as a Community Interest Company and is led by a board of 10 Directors elected by the Voluntary and Community Sector Forum. The aim of the organisation is to provide infrastructure support services, enable collaborative bidding and work towards creating a more sustainable and vibrant sector.

2.5.3 *Third Sector Strategy:* A new Third Sector Strategy was developed during 2012-13 (Appendix 3). The strategy was developed by the Third Sector with support from statutory agencies including Harrow Council. The strategy was considered by Cabinet in March 2013 and Cabinet endorsed the delivery of a number of actions by the Council to support the strategy including;

- Identifying opportunities for joint consultation and engagement to discuss commissioning plans and data sharing.
- Reviewing the implementation of the Council's Sustainable Procurement Policy.
- Reviewing SLAs to consider the inclusion of requirements to share information and expertise.
- Exploring options for developing joint, sector-specific initiatives to develop skills for the unemployed and volunteers.

Harrow Council staff participated in a Third Sector Strategy engagement event in July 2013 which provided opportunities to share information and gather feedback. Representatives from the Procurement team were on hand to offer help and guidance with the Council's procurement processes. The implementation of the strategy will be led and monitored by the Voluntary Sector Forum.

2.5.4 *External Funding advice and support:* Harrow Council has continued to offer external funding advice and support to Third Sector organisations. This includes:

- the regular distribution of an external funding newsletter with information about potential funding opportunities
- Facilitation of a regular external funding network meeting which provides an information exchange and networking opportunity for organisations
- External funding events that provide opportunities for engaging directly with funding bodies such as the John Lyon Charity, the Big Lottery, Sport England and the Heritage Lottery Fund.

2.5.5 *Volunteering initiatives:* Harrow Council undertakes a number of volunteering initiatives to support and promote volunteering amongst Harrow residents:

- Harrow's Heroes is the Council's annual celebration event recognising the contribution of volunteers in the borough
- Harrow Council's One-4-One scheme encourages volunteering amongst employees
- 'How to' guides have been developed to help residents understand the many different ways they can get involved with their local community.

2.5.6 *Compact Refresh*: The Harrow Compact is a statement of intent that sets out mutual expectations regarding the working relationship between Harrow's Third Sector and statutory agencies. The Compact is a voluntary agreement between agencies that aims to promote a positive and constructive relationship between the sectors. It can also be used to resolve complaints or conflicts when needed. The Compact was developed in consultation with the Third Sector and includes the main compact agreement as well as codes for volunteering, consultation and BME (Black, minority ethnic) organisations. The Compact was last refreshed in 2012 to ensure that it reflected the current environment. The Funding Code was more recently approved by the Harrow Strategic Partnership in September 2013.

## **Section 3 – Financial Implications**

3.1.1 All initiatives described within this report are managed within the current budget as follows:

- The development of the Carramea Community Resource Centre is being supported through an SLA with the payment of rent on a tapered basis for the first three years ie. full rent paid in year one; two-thirds of the rent paid in year two; one-third of the rent paid in year three. Thereafter the Centre will pay 100% of the annual rent due.
- The transfer of community lettings to schools will mean the transfer of income from lettings to schools with a corresponding reduction in costs for caretaker costs and reimbursements.
- The cost of repairs to be undertaken at The Lodge have been approved as part of the capital programme for 2013-14.
- The funding to support the delivery of infrastructure support services has been agreed as part of the grant recommendations made by Cabinet in February 2013.
- The cost of delivering actions to support the Third Sector Strategy will be met within current resources.
- A restructure of the Community Sector Services team has enabled the reallocation of staff resources to deliver support to the Third Sector as described above.

There are no other implications for the Medium Term Budget Strategy (MTBS).

## **Section 4 - Equalities implications**

4.1.1 An Equality Impact Assessment was carried out on the proposed implementation of the Third Sector Investment Plan (October 2011). The results of this assessment identified there was the potential for both a negative and positive impact on some groups. As a result of the assessment the following actions were identified;

- To monitor the implementation of the proposals.
- To provide advice and guidance on alternative sources of funding.
- The phased implementation of proposals during 2012-13.

The delivery of Council support to the Sector has continued to be monitored. For example, grant applications are analysed by protected characteristics and grant recipients are asked to provide monitoring information about beneficiaries. This information is presented to the Grants Advisory Panel for their consideration. To mitigate the impact of these changes advice and guidance on alternative sources of funding and the continued provision of infrastructure support services has been provided to enable organisations to explore other avenues of support for their activities. The proposals contained within the Third Sector Investment plan have been implemented on a phased basis taking in to account the consultation feedback provided by the sector.

## **Section 5 – Corporate Priorities**

5.1.1 The changes to the way that some Council support is delivered to Third Sector organisations has been undertaken in line with the Council's Third Sector Investment Plan. Provision of support to local organisations' enables the continued delivery of a range of services which support the following corporate priorities:

- Keeping neighbourhoods clean, green and safe.
- United and involved communities: A Council that listens and leads.
- Supporting and protecting people who are most in need.

## **Section 6 - Statutory Officer Clearance:**

Name: ...Anthony Lineker.....  on behalf of the  
Chief Financial Officer

Date: ...8<sup>th</sup> November 2013...

## **Section 7 - Contact Details and Background Papers**

**Contact:** Kashmir Takhar, Service Manager Community Sector Services,  
020 8420 9331

### **Background Papers:**

(1) Cabinet report: Third Sector Investment Plan 2012-15, October 2011

<http://www.harrow.gov.uk/www2/documents/g60641/Public%20reports%20pack%20Tuesday%2018-Oct-2011%2019.30%20Cabinet.pdf?T=10>

(2) Cabinet report: Proposed letting of community resource centre – 27 Northolt Road, 13<sup>th</sup> September 2012

<http://www.harrow.gov.uk/www2/documents/g61071/Public%20reports%20pack%20Thursday%2013-Sep-2012%2019.30%20Cabinet.pdf?T=10>

(3) Cabinet report: Third Sector Strategy, March 2013

<http://www.harrow.gov.uk/www2/documents/g61077/Public%20reports%20pack%20Thursday%2014-Mar-2013%2019.30%20Cabinet.pdf?T=10>

**Harrow Council**

**Third Sector Investment Plan**

**2012 - 2015**

## **1. Introduction**

- 1.1 This plan sets out a strategic approach to delivering Council support to the Third Sector. Using the definition adopted by the Third Sector Strategy<sup>1</sup> this sector is defined as:

Not for profit, independent, voluntary and community groups or organisations formed by local people, or those with a local interest, to improve the quality of lives for themselves and/or fellow citizens in Harrow. These include registered charities; voluntary organisations; community groups; faith groups involved in social action; community interest companies and social enterprises.

- 1.2 The aim of this plan is to ensure that the Council makes the best use of its resources by aligning these with the delivery of its corporate priorities and statutory duties. The Council wishes to support the development of an independent and sustainable Third Sector that delivers outcomes for local residents alongside statutory agencies. This plan therefore sets out a delivery framework for;

- I. Commissioning and Small Projects funding through the Main Grants programme.
- II. The development of Third Sector accommodation hubs.
- III. Aligning the provision of discretionary rate relief to commissioning.

- 1.3 The proposals contained within this plan are based on the results of consultation undertaken with the Third Sector, Council departments and Members during 2009, 2010 and 2011. The proposals are also based on an analysis of current Council support of the Third Sector and consideration of relevant Council plans and strategies.

## **2. Background**

### **2.1 Third Sector Strategy**

The Third Sector Strategy seeks to strengthen the relationship between the Third Sector and the Council. It has three objectives;

- (i) To deepen partnership working by strengthening the role of the Third Sector as a strategic partner;
- (ii) To build the capacity of the Third Sector to help it change itself to address the future;
- (iii) To enable participation by increasing opportunities for Third Sector involvement in the design and delivery of public services through a more

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<sup>1</sup> Third Sector Strategy, April 2010

transparent commissioning process and improving the management and administration of grant funding.

## 2.2 Voluntary Sector Compact

The Harrow Compact sets out agreed shared principles and commitments between the statutory and Third Sectors. The aims of the Compact are to build on existing partnerships and develop the relationship between the sectors through mutual respect and trust so that they can together provide more effective services to local people and communities within the borough. The shared principles set out in the Compact include working in partnership to enhance the ability of public sector bodies and Third Sector organisations to fulfil their own purposes whilst also imposing responsibility for each sector to contribute towards mutual aims and objectives.

## 2.3 Overview and Scrutiny review: Delivering a strengthened voluntary and community sector

The Overview and Scrutiny report 'Delivering a strengthened voluntary and community sector' made a number of recommendations to support the strengthening of the relationship between the Council, partners and the Third Sector. It also recognised the pressure on the Council and partners to deliver services that are responsive to local needs.

## 3. Key Principles

3.1 The Third Sector Investment plan proposes a set of key principles to under-pin decisions around resource allocation to the Third Sector. These principles have been derived from the results of consultation which indicate strong support for ensuring that Council resources are allocated for the benefit of people living, working or schooling in Harrow. The consultation results also showed strong support for a focus on using resources to support preventative services and for ensuring that services provide value for money in the delivery of outcomes. The key principles for this plan are;

- Resources will be allocated to organisations that operate on a not-for-profit basis only.
- Resources will be allocated where they are used for the benefit of people living, working or schooling in Harrow.
- Resources will be allocated where they help the Council deliver its priorities.

- The allocation of resources will be matched to the delivery of specified outcomes.
- Resources will be allocated where they achieve good value for money and deliver measurable added value.
- Resources will be allocated where they provide benefit to the protected equality groups under the Equalities Act 2010 and further the Council's public sector duty on equalities.

These key principles will underpin the future delivery of Council support to the Third Sector through commissioning, grant funding and premises support.

#### **4. Commissioning**

- 4.1 The Council commissions a range of services from the Third Sector where the Council recognises that these organisations are better placed to deliver these than statutory agencies. Both the Adults and Housing and Children's Services directorates have been commissioning services for a number of years and both are currently updating their commissioning strategies (current commissioning priorities are attached at Appendix 2).
- 4.2 Current commissioning priorities in Adults and Housing and Children's Services are informed by the Joint Strategic Needs Assessment and are aligned to the delivery of the Council's statutory duties. The Council is developing an overall commissioning model for services and Third Sector investment will be part of this development.
- 4.3 In January 2011 the Council consulted with the Third Sector on the future provision of support through the Council's Main Grants programme, community lettings and Community Premises. The results of this consultation indicated that 86% of respondents felt that commissioning was an effective way of securing some services.
- 4.4 The Main Grants Programme is currently structured as an annual, competitive grant funding scheme. This means that some services that could be commissioned are competing for funding alongside a range of smaller or one-off projects. In recent years the demand on this programme has been very high and this is expected to continue. Through commissioning these services could be removed from the annual process and instead be resourced more appropriately to deliver agreed outcomes. The commissioning of services will be undertaken through a formal tendering process and services will be commissioned against detailed service specifications funded on a three-year basis.



## 5. **Commissioning priorities for the Main Grants Programme**

5.1 The commissioning priorities for the Main Grants Programme have been developed in consultation with the Third Sector and Council Directorates. The priorities aim to fill the gaps in services not currently commissioned by other Directorates. The priorities are;

- Services that support the delivery of the Council's statutory functions
- Services that tackle disadvantage based on evidence of need
- Prevention services that promote health and well-being
- Advocacy, information / advice and sign-posting services
- Culturally specific services that address the needs of communities
- Infrastructure support services for the Third Sector

### 5.3 Training support to assist Third Sector organisations participate in commissioning

A survey of Third Sector training needs has been undertaken to identify the support needed. This survey indicated a high demand for training support, particularly in the area of preparing and submitting a tender. In response to this the Council is developing a package of training support that will include on-line information, training workshops and telephone support.

## 6. **Small Projects grant funding**

6.1 In addition to the commissioning of services a proportion of the grants budget will be set aside to support a Small Projects grant funding programme. This will be delivered as an annual, competitive application process and will offer small grants of up to £5,000 per annum. The scheme will be aimed at supporting smaller Third Sector organisations with an annual income of up to £50,000.

### 6.2 Application process

Following feedback from Third Sector representatives and others the application form, guidance notes and assessment scoring process have been improved. Information sessions on the new application process will be provided including guidance on use of the electronic application form.

### 6.3 Assessment process

Applications will be assessed against the following criteria:

- Evidence of need for the proposed project.
- Plans for addressing this need.
- How the project tackles disadvantage, fosters good relations and promotes equality of opportunity.
- How projects will deliver proposed outcomes
- How people can get involved and access the project.
- How the project will give added value such as through using volunteers and working collaboratively with others.
- Clear and realistic costs for the project.
- Exit strategy beyond the life of the funding.

6.4 A scoring sheet will be used as in previous years. The assessment process will be undertaken by a panel of assessors that will include two Council officers and one Third Sector representative elected via the Voluntary and Community Sector Forum.

6.5 A meeting of panel Chairs will take place both at the beginning and at intervals during the assessment process. A mediation meeting and random sample testing will take place at the end of the process. Quality assurance checks will be carried out throughout the process.

#### 6.6 Appeals process

The results of the consultation indicated mixed views on retaining the appeals process. Most other funding bodies do not have an appeals process. It is the view of the Grants Advisory Panel however, that an appeals process should be retained for the short term until the new process has been established.

The grounds for appeal will continue to be; *information presented to the Grants Advisory Panel was incorrect or information was omitted and that this had a material effect on the decision*

As agreed in 2011 appeals will be considered before final grant awards are confirmed to successful applicants. Appeals will be considered by an independent panel consisting of the Divisional Director Community and Culture, Portfolio Holder Community and Culture and an Independent Adviser.

## 7. **Accommodation support**

7.1 The future provision of accommodation support to the Third Sector will be developed in line with the key principles of this Plan.

7.2 The current process for the allocation of support across the Council is ad hoc with some organisations benefiting as a result of historical patronage. The allocation process should be based on a strategic view of resources and aligned to the achievement of the Council's corporate priorities and statutory duties.

7.3 Allocation policies should be considered alongside the provision of grants and other funding. The cost of providing premises support is significant and those receiving it should therefore be subject to the same level of expectation to deliver against agreed outcomes as those receiving direct financial support.

7.4 The results of the consultation indicated strong support across the Third Sector that organisations should:

- Contribute to the cost of provision
- That 'larger' organisations should support smaller ones with access to premises
- That there should be alternative provision possibly run by organisations themselves, such as a resource centre, or drop-in venue
- That organisations should be able to book venues directly with schools rather than the Council operating as an intermediary

There was also support for the provision of a directory of venues for hire and concessionary rates on certain Council venues.

7.5 Based on the results of this consultation the Council will support the development of Third Sector hubs that offer opportunities for shared costs, community management and flexible use. A number of hub locations will be identified that could offer a range of facilities for the community and Third Sector organisations that include;

- Office space
- Hot desking space
- Shared meeting / training space
- Shared activity space
- Postage / internet / IT facilities

7.6 Discretionary rate relief

The Council provides support with business rates to non-profit making organisations by either topping up relief to charities, in addition to the amount of mandatory relief that may be given (up to 100% of the rate charge) or by granting relief of up to 100% to non-profit making bodies where the property is "used by one or more institutions or organisations,

none of which is established or conducted for profit and whose main objects are charitable, philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts.”

The Council currently provides different levels of discretionary and non-discretionary rate relief to Third Sector organisations in Harrow. The future provision of rate relief will be reviewed in line with the key principles set out in this plan.

## **8. Monitoring**

8.1 In 2010 the Community and Environment and Adults and Housing directorates introduced a process of joint monitoring for organisations receiving above £10,000 of Council funding. This process will be further enhanced for 2011/12 and will involve all directorates.

Improvements to this process will include;

- A simplified monitoring form that is pre-populated with information provided by the applicant.
- Standardisation of SLAs across the Council.
- Identification of monitoring officers and training prior to monitoring visits
- Development of a library of essential documents

8.2 The development of a library of essential documents has been started and the aim is to ensure that the Council holds one set of documents for each organisation funded or supported by it (irrespective of which directorate is providing the support). The expectation is that policy documents, except for Health and Safety, should be updated every three years (Health and Safety policies should be updated every year). Organisations will be responsible for ensuring that their policy documents are updated in line with any changes in legislation, Codes of Practice, regulations etc. and updated documents should be sent to the Council. Specialist officers from across the Council will provide support to monitoring officers to quality check documents received from Third Sector organisations.

## **9. Other forms of support**

### **9.1 Other support**

The Council provides support to the Third Sector in a number of other ways including:

- *External funding advice*: The External Funding Manager provides advice and guidance to Third Sector organisations on potential funding sources

and general support with bid writing. The External Funding Manager has facilitated strategic links with funding bodies such as the Heritage Lottery Fund that has resulted in Harrow being identified as a priority borough. This type of joint working will be further developed in the future.

- *Access to procurement contracts:* The Council's procurement service has piloted a scheme to give Third Sector organisations access to Council procurement contracts such as stationery, enabling them to benefit from favourable terms for the purchase of stationery items. There is scope to develop this pilot in partnership with the Third Sector going forward.
- *One-4-One employee volunteering scheme and Harrow's Heroes:* The Council supports its employees to participate in volunteering by matching hour for hour, the time an employee gives to volunteer in the local community, up to a limit of 36 hours a year. The scheme has successfully registered 40 local organisations and placed 60 employees in to volunteering opportunities. The Council also promotes volunteering through it's annual Harrow's Heroes event, that celebrates and recognises the contribution of volunteers in the community.

## **Appendix 1**

### Adults and Housing commissioning priorities

#### Principles for future funding

1. Direct correlation to Adult's commissioning priorities (set out below)
2. Social care emphasis rather than health focused projects
3. Offering value for money
4. Move from core funding small number of organisations to full cost recovery – Service Delivery focus
5. Service delivery rather than consultation focused services
6. Reduce duplication of services

### Adults commissioning priorities

- Prevention services including social and practical related tasks
- Advocacy, information/advice and sign-posting services
- Culturally specific services needed by new communities
- Carers breaks
- Employment for people with Learning disabilities and people with mental health issues

**Children's Services Priorities** (replaces Strategic Commissioning Focus 11/12)

1. **Early Intervention** - intervening early in the onset of difficulties to meet additional needs at the earliest point and preventing the escalation of need for more complex and costly interventions.
2. **Health Prevention** - improving physical and mental well-being of children & young people and educating them to make healthy lifestyle choices.
3. **Safeguarding** - making safeguarding every one's business and ensuring those most vulnerable to abuse are identified and intervention provided to ensure their safety.
4. **Narrowing the Gap** - between outcomes for the more vulnerable and disadvantaged groups of young people and the general child population.







**Carramea**  
 (Formerly CARRAMEA, the Consortium of Anti-Racist, Refugee and Minority  
 Ethnic Associations)  
**A Charitable Company Limited by Guarantee**  
 Company No. 7858057 Charity No. 1148854

**Carramea Community Resource Centre,**  
 27 Northolt Road, South Harrow, Middlesex, HA2 0LH  
 E-mail: [office@carramea.org.uk](mailto:office@carramea.org.uk) Telephone: 0208 423 7000

## Carramea Community Resource Centre - Facilities Hire Rates

The Carramea Community Resource Centre (CCRC) offers meeting, office and storage facilities with capacity-building training (e.g governance, finance and fund-raising) aimed primarily but not exclusively at emerging, small and medium size organisations in the voluntary and charity sector that deliver services in Harrow.

There is an Annual Registration fee of £120 per annum, which includes a business address, mail and reception services, and public liability insurance for organisations' activities at the Centre. Use of the workstations, meeting rooms and storage facilities are charged additionally at the hourly rates below. Rates for other organisations providing not-for-profit services to the community are 25% higher.

<b><u>Meeting Facilities</u></b>	<b>Hourly Rate</b>
2 armchairs + coffee table	£3
4 armchairs + coffee table	£4
5 armchairs + coffee table + large table + 4 stackable chairs	£8
5 – 6 chairs + internet access	£7
10-16 chairs + large table	£10

<b><u>Workstations with Broadband, Scanner + Tel included</u></b>	<b>Hourly Rate</b>
1 workstation in shared room	£3
2 workstations in shared room	£6
3 workstations in self-contained room	£9
4 workstations in self-contained room	£12

<b><u>Storage:</u></b>	<b>Annual Rate</b>
2-door cupboard	£78
4-drawer filing cabinet	£52
2-drawer filing cabinet	£26
Storage box	£26
Small cupboard	£26

<b><u>IT Training Suite:</u></b>	<b>Hourly Rate</b>
14 workstations + instructor's station	£21

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# *All together now*

**a new Third Sector strategy for  
Harrow 2013 - 2016**

# Contents

Page 3 - Background

Page 4 - Definition

Page 4 - Purpose

Page 5 - Benefits

Page 6 - Principles

Page 7 - Strategies

Page 8 - Actions

Page 10 - Supporting Documents

Page 11 – Working Party



## Background – Why create a new strategy?

There are dramatic, radical and far reaching changes to the national economy with an ever-decreasing amount of resources.

- Government are implementing the largest ever reform to the benefits system since 1940 in an effort to save £18bn from the welfare bill.
- Government austerity measures and the squeeze on public spending is expected to continue until at least 2018.
- The latest census results show an increase of 15% in the population and a 33% increase in 0-4 year olds.
- In 2010 Local Government received the most challenging funding settlement in decades, resulting in a 28% cut to the Council's controllable costs.
- Harrow is one of the lowest funded councils in London.
- The complex changes will affect many households and could push more people into poverty and homelessness.

To respond to these challenges, Harrow needs to transform the way services are delivered to meet needs of local people.

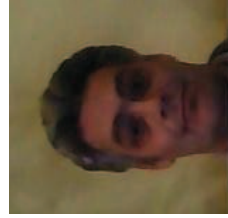
Harrow Council's 'Third Sector Strategy, Working Better Together', launched in 2010, has done much to address the needs of this sector, but the scale and pace of change to meet the needs of Harrow people has required the strategy to be explored further.

This new and revised strategy is a bottom-up approach to discover and unlock the social capital of existing and new networks of social support, forge new partnerships and to improve the wellbeing and resilience of all our communities.

It was sponsored by the Third Sector Forum and developed over four months by a working party co-chaired by Steve Porter and Paul Najsarek, and attended by a cross section of representatives from the Third Sector, Harrow Council, NHS Harrow, Harrow College, Stanmore College and Job Centre Plus.

The Co-Chairs would like to thank everyone on the Working Party for all their hard work, innovation and time given to the development of the strategy

Co Chair's



Steve Porter  
Interim Third Sector Representative (2011/2012)



Paul Najsarek  
Community Health and Well Being Directorate, Harrow Council

# Definition – What do we mean by the third sector and social capital?

By the term third sector we mean:

Not for profit independent, voluntary and community groups or organisations formed by local people, or those with a local interest, to improve the quality of life for themselves and/or fellow citizens in Harrow. These include registered charities, voluntary organisations, community groups, faith groups involved in social action, community interest companies and social enterprises.

By the term social capital we mean:

The connections between individuals and groups based on mutual trust and leading to a healthier society.

## Purpose – How will this help?

Over the next three years, we will work with our partners to achieve a primary vision of:

**‘Optimising Social Capital in Harrow’.**

***Delivering community empowerment and social capital through the collective effort and shared resources of local organisations.***

We will listen and learn from our communities and peers, work closer together and more flexibly to improve sustainability, quality and value for money in the long term.

The outcomes required to achieve these aspirations are organised into three-themes

Public Engagement	Strengthening Support	Collaboration
<ul style="list-style-type: none"> <li>• Access for local people to voice their concerns</li> <li>• Connect with local people</li> <li>• Explore local feelings</li> <li>• Make a difference to the Individual, enabling them to act</li> <li>• Increase equality through a strong collective voice</li> </ul>	<ul style="list-style-type: none"> <li>• Explore local need and aspirations</li> <li>• Be informed on local gaps and needs</li> <li>• Plan integrated and coordinated services in response to need</li> <li>• Secure resources for sustainability</li> <li>• Support continuity in strengthening local networks</li> </ul>	<ul style="list-style-type: none"> <li>• Develop rapport with partners</li> <li>• Build relationships across sectors</li> <li>• Support to service delivery by one or more third sector providers</li> <li>• Reduce cultural barriers and increase partnership working</li> </ul>

The specific actions and critical factors to achieve these are explored in the Strategies and Actions sections.



## Benefits – What difference will it all make?

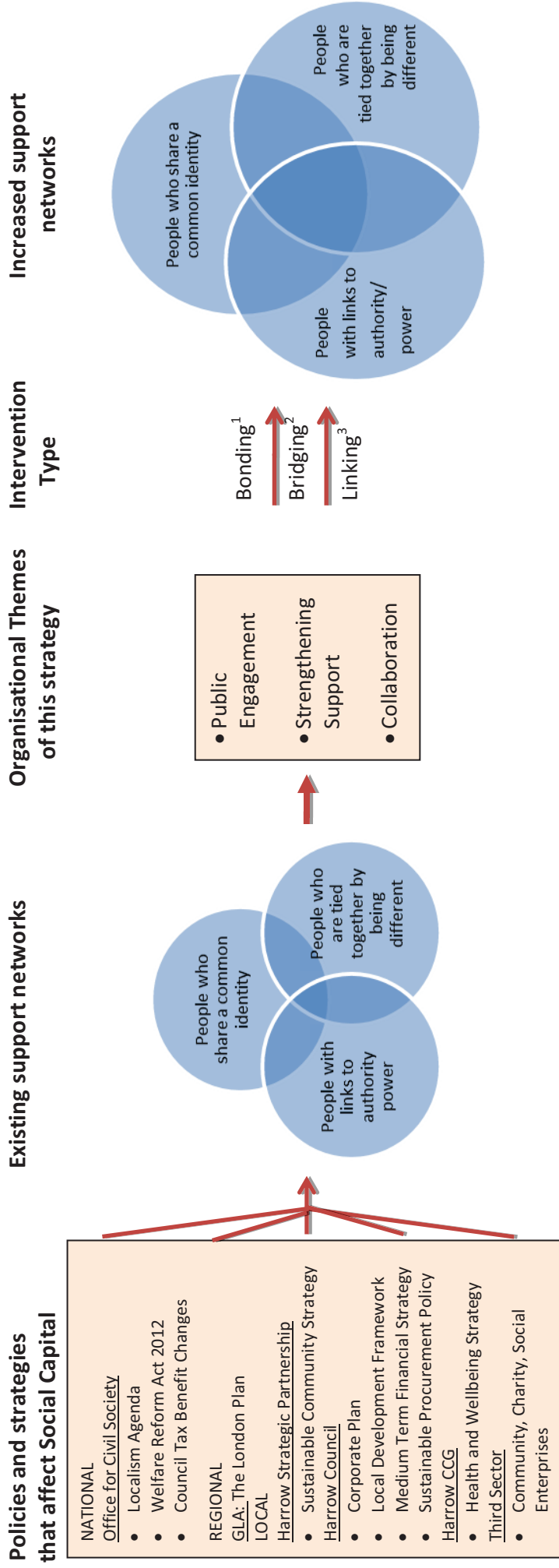
By the end of this strategy the Harrow based third sector will have established:

- A greater understanding of the scale and range of activity delivered by Third Sector organisations will be achieved and shared across all sectors.
- A better understanding of unmet need for residents, enabling better planning for all sectors
- A framework to respond to calls and focus support for joint campaigns
- Greater recognition for the public and Third Sector groups of the Community Right to challenge
- A mechanism to coordinate the formation of new groups in relation to needs
- Continued, up to date analysis of gaps in services
- Improved cross-sector shared working relationships to benefit the sector and residents of Harrow
- Improved planning towards greater diversification of funding and financial independence
- A cross-sector coordinated approach to assessing and resourcing emerging need and increase sector stability
- Increased skills development opportunities for volunteers and unemployed
- A quality assurance framework for the sector
- A new Social Enterprise Forum with the statutory sector to look at social enterprise solution to shared problems
- A communications plan for partners to engage the sector
- A regular platform to develop with partners solutions to Harrow problems
- A reduction in costs for the sector through shared procurement
- Increased resources from outside funding agencies and businesses



# Principles – How does all this fit together?

Driven by mission, rather than income or control, the Third Sector operates within and thrives upon a wide range of informal networks that bring people together into helpful communities. By making the best use of these networks, we can engender powerful ideas and a sense of common ownership to deliver real and long-lasting solutions. The below table shows how this might work.



## Three Types of Social Capital

### 1 Example of Bonding (Between those with Common Identities)

Residents of South Harrow get to hear about free gardening plots from their local church. They take up the plots immediately, but soon have more vegetables than they know what to do with. They discover the local luncheon club is low on funds. The luncheon club is pleased to accept the donations that will stop it from closing.

### 2 Example of Bridging (Between those that have little in common)

The French Lace Making Society has not been selling their wares as well as they should have recently. An enterprising young man from the Youth Parliament suggests making lace handbags instead, having seen Britney Spears with one. The Lace Makers ask for a distribution deal and the Young Man sets up a social enterprise.

### 3 Example of Linking (Between those that have links to authority and those with authority)

A local college gets to hear about the new Lace Bag enterprise and seeks to capitalise on the idea for their Art and design Class, but there is little take up. The college surveys students and learns that what they really want is to develop a credit union. The college adjusts its curriculum and Britney Spears agrees to open the new course, but lecturers are nervous because students seem much more interested in a new idea to set up a vegetable box delivery scheme.



## Strategies – What will we do to get there?

Harrow's third sector forum will create working groups to enable delivery of outcomes of the three organisational themes outlined below. These working groups will have a mandate to monitor, risk manage and support actions derived from these themes.

Progress of these will be monitored at quarterly frequencies through forum meetings. An in depth review and refresh of these actions will be explored at the end of every year

Organisational Theme 1: Public Engagement	Organisational Theme 2: Strengthening Support	Organisational Theme 3: Collaboration
<p><b>Outcomes</b></p> <p>From this organisational theme we expect to be able to:</p> <ul style="list-style-type: none"> <li>• Make a difference to the lives of individuals, enabling them to act</li> <li>• Reduce inequality through mobilization of a strong and collective voice</li> <li>• increase the number of residents engaged in civil society.</li> </ul>	<p><b>Outcomes</b></p> <p>From this organisational theme we expect to be able to:</p> <ul style="list-style-type: none"> <li>• Plan integrated and coordinated services in response to need</li> <li>• Secure resources for sustainability</li> <li>• improve the quality of provision.</li> </ul>	<p><b>Outcomes</b></p> <p>From this organisational theme we expect to be able to:</p> <ul style="list-style-type: none"> <li>• Increase service provision delivered by a variety of third sector groups</li> <li>• Instil a culture of partnership working through a sector wide approach</li> </ul>
<p><b>Critical Success Factors</b></p> <p>To achieve these outcomes we need to ensure:</p> <ul style="list-style-type: none"> <li>• Campaigns to facilitate changes of unmet needs</li> <li>• Using robust consultation processes for fair feedback</li> <li>• Identify gaps and unmet needs on an ongoing basis and support solutions</li> <li>• Increase awareness of advocacy and the right to challenge decisions.</li> <li>• Support the development of bids and emerging programme of support</li> <li>• Include unification of third sector groups to embrace a collective voice</li> </ul>	<p><b>Critical Success Factors</b></p> <p>To achieve these outcomes we need to ensure that we:</p> <ul style="list-style-type: none"> <li>• Establish a mechanism to support and provide specialist help for new groups, ideas and partnerships</li> <li>• Utilise effective business planning, diversify income streams and achieve financial independence</li> <li>• Increase number of services delivered by civil society organisations</li> <li>• Organise training to reflect gaps and seek out and utilise business support</li> <li>• Utilise volunteers effectively</li> </ul>	<p><b>Critical Success Factors</b></p> <p>To achieve these outcomes we need to ensure that we:</p> <ul style="list-style-type: none"> <li>• Increase confidence in the sector through quality assurance initiatives</li> <li>• Work with our partners to facilitate joint solutions to problems</li> <li>• Improve communication within the sector</li> <li>• Increase sustainability through shared working</li> <li>• Opt for outside investment through closer partnership working</li> <li>• Delivery of provision to a wider sector</li> </ul>

## Actions – How will we do this?

Theme 1: Public Engagement	Who	Possible Resources
Set up new Engagement Working Group to allocate, monitor, risk manage and support the actions below	Forum	Existing resources
Drawing from all partners, initiatives and available feedback on service delivery, create a plan for identifying unmet need on an on-going basis and produce an annual report on how this is being responded to by collective strategic actions	Engagement Working Group	Third Sector Support Providers JSNA Research Collaborating for Change Programme Commissioning Intentions
Respond to and manage any call for sector wide campaigns, and determine if this is to be taken on by the sector, whilst offering advice to individual campaigns	Engagement Working Group	Third Sector Support Providers
Ensure that for any new SLAs with the third sector, there has been some engagement with stakeholders around service specification	Engagement Working Group Council/ CCG / Police and Educational partners TBC	All Statutory Sector Providers
Organise a joint media initiative between partners to raise awareness to the public of the new Community Right to Challenge, Build, Bid and Buy, as well as similar schemes as they become available	Engagement Working Group	Harrow Council, Communications Third Sector Support Providers
Monitor at least once quarterly	Engagement Working Group	Engagement Working Group
Theme 2: Strengthening Support	Who	Possible Resources
Set up new Integration Working Group to allocate, monitor, risk manage and support the actions below	Forum	Existing resources
Establish mechanism to discourage emerging groups from providing services similar to those already provided but support funding applications where these seek to fill gaps in service	Integration Working Group	Third Sector Support Providers Collaborating for Change Programme
Support the development of any shared working arrangements across the sector in line with local statutory plans eg Local Development Framework	Integration Working Group	Third Sector Support Providers Collaborating for Change Programme
Catalogue, promote and support any development that can bring about good planning, diversification of funding and financial independence across sector	Integration Working Group	Third Sector Support Providers Collaborating for Change Programme Enterprising Harrow Initiatives
Engage with statutory partners to review their commissioning plans with a view to these including: <ul style="list-style-type: none"> <li>a means of identifying and responding to service gaps and emerging need</li> <li>a review of current procurement policy</li> <li>requirement for SLA beneficiaries to provide plans for sharing expertise around sustainability across sector</li> </ul>	Integration Working Group	Integration Working Group Harrow Council, Harrow CCG
Enhance current gap analysis initiative with training audit and results from JSNA and maintain continued analysis throughout the length of the strategy	Integration Working Group	Collaborating for Change Programme

<b>Theme 2: Strengthening Support</b>	<b>Who</b>	<b>Possible Resources</b>
Provide training to sector in response to audit	Integration Working Group	Third Sector Support Providers Collaborating for Change Programme
Actively encourage business support schemes to establish Harrow as first choice for Corporate Social Responsibility Schemes (CSR) and build sector capacity	Integration Working Group	Collaborating for Change Programme Enterprising Harrow Initiatives
Create skill development opportunities for the unemployed and volunteers, linking these to gaps in services	Integration Working Group	Third Sector Support Providers Job Centre Plus Harrow Council, Economic Development
Sector wide consultation on options to create a more sustainable and effective sector Third Sector and later establishment of new joint working structures for Third Sector Infrastructure Support		Third Sector Consortium Harrow Council Big Society Funding
Monitor at least quarterly	Integration Working Group	Integration Working Group
<b>Theme 3: Collaboration</b>		
Set up new Innovations Working Group to allocate, monitor, risk manage and support the actions below	Forum	<b>Possible Resources</b> Existing resources
Establish a regular platform to develop with partners solutions to Harrow problems	Third Sector Potential CIC	Third Sector Support Providers Harrow Council, CCG, Police
Develop a quality assurance system to ensure to include a Peer Challenge review and attainment of an accredited quality mark	Innovations Working Group	Forum Reps Third Sector Support Providers
Secure executive agreement from stakeholders for future joint actions	Innovations Working Group	All
Develop a clear communications plan for partners to engage the sector	Innovations Working Group	Third Sector Support Providers
Create a plan to reduce costs through innovation, diversification and shared spending to achieve an effective use of resources	Innovations Working Group	Third Sector Support Providers
Lever in substantial partnership based outside investment	Innovations Working Group	Innovations Working Group, CIC,
Monitor at least quarterly	Innovations Working Group	Innovations Working Group

**KEY TO POSSIBLE RESOURCES:**

**Collaborating for Change**

A Big Lottery programme to increase support to the third sector organisations, consisting of:

- Accommodation Hub based at 27 Northolt Road
- Support Governance and Organisational Health Checks
- A new Community Interest Company (CIC) to benefit the Third Sector
- A web based Portal, offering Third Sector related support material
- Training
- An Equalities watchdog
- Other C4C Third Sector support services in west London ([www.ealingcvs.org.uk](http://www.ealingcvs.org.uk))

**Third Sector Support Provider**  
Harrow CCG  
JSNA Research

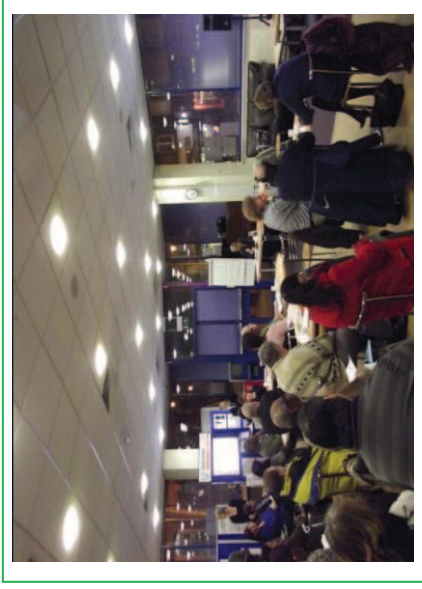
Those responsible for providing support for the Third Sector (TBC)  
Harrow Clinical Commissioning Group  
Joint Strategic Needs Assessment

# Supporting Documents

The following strategies, plans and documents are likely to have a bearing on the development of this strategy.

## Strategies and Plans

- Third Sector Investment Plan
- Joint Health and Well Being Strategy
- Public Health Outcome Framework
- Local Development Framework (Core Strategy)
- The London Plan
- Sustainable Community Strategy
- Joint Strategic Needs Assessment
- Children and Young People’s Commissioning Plan
- Harrow Core Outcomes
- Enterprising Harrow
- Sustainable Procurement Policy

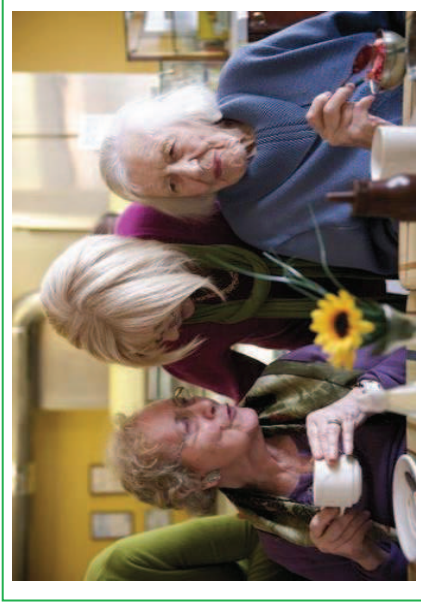


## Documents

- Harrow Vitality Profiles 2009/2010
- 2011 Census Internet Completion Rates
- Harrow Business Directory
- Mental Health Directory

## Developments

- Healthwatch
- Collaboration for Change Programme
- Arrangements for the future VCS support services in Harrow



## Working Party

The strategy was developed by a working party made up of the following groups:

African SANG  
Age UK Harrow  
Alzheimers Disease Society  
Capable Communities Ltd  
Carramea  
Community Solutions  
Harrow Association for Disabled People  
Harrow College  
Harrow Council, Community Health and Well Being Directorate  
Harrow in Business  
Harrow Crossroads  
Harrow Equalities Centre  
Harrow Mencap  
Harrow Shopmobility  
Harrow Women's Centre  
Harrow Community Transport  
Hestia (Harrow)  
Hope Harrow  
Ignite Trust  
Job Centre Plus  
Kids Can Achieve  
NHS Harrow  
The A Connexion  
Third Sector Potential CIC  
Voluntary Action Harrow  
Stanmore College  
Independent Representative, representing Alcohol Misuse

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**REPORT FOR: GRANTS ADVISORY PANEL**

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<b>Date of Meeting:</b>	25 <sup>th</sup> November 2013
<b>Subject:</b>	Edward Harvist Trust grant application from ASAP (Aspergers Syndrome Access to Provision)
<b>Key Decision:</b>	No
<b>Responsible Officer:</b>	Paul Najsarek, Corporate Director Community Health and Well-Being
<b>Portfolio Holder:</b>	Councillor Manji Kara, Portfolio Holder Community and Culture
<b>Exempt:</b>	<b>No</b> - except Appendix 1. This is exempt from publication under paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) as it contains information relating to any individual
<b>Decision subject to Call-in:</b>	Yes
<b>Enclosures:</b>	Appendix 1: ASAP application for Edward Harvist Trust grant funding

**Section 1 – Summary and Recommendations**

This report sets out information relating to the application from ASAP for Edward Harvist Trust grant funding.

**Recommendations:**

The Grants Advisory Panel is requested to recommend to the Portfolio Holder Community and Culture:

1. Approval of Edward Harvist Trust grant funding to ASAP.

**Reason: (For recommendation)**

To distribute Edward Harvist Trust funding in accordance with the criteria established for this fund.

## **Section 2 – Report**

### **2.1 Introductory paragraph**

2.1.1 Edward Harvist Trust (EHT) funds are administered by Harrow Council on behalf of the Edward Harvist Trust charity. In April 2013, applications were invited for this year's funding round and in July 2013, recommendations on funding were made by the Grants Advisory Panel (GAP). Subsequent to that recommendation, it has come to light that one of the applications disqualified for funding on the grounds of lateness, had in fact been submitted by the deadline. This report outlines the options and a recommendation for GAP on the further award of EHT funds.

### **2.2 Options considered**

2.2.1 The Grants Advisory Panel (GAP) considered options for the distribution of EHT funds at its meeting on 11<sup>th</sup> July 2013. A total of £13,248.02 was awarded, leaving a balance of £6,247 available for award. At the meeting, GAP considered the late applications received by Afghan Association Paiwand and from ASAP (Aspergers Syndrome Access to Provision). GAP decided to award to Afghan Association Paiwand as they missed the deadline by only 7 minutes but not to ASAP who appeared to have been a day late in submission. Subsequently to this, it has been discovered that ASAP did in fact submit to the deadline but that the application was delivered to the team a day later.

2.2.2 As the application was delivered to the Civic Centre by the deadline and all other criteria has been met, the Grants Advisory Panel is requested to consider recommending to the Portfolio Holder for Community and Culture the award of EHT funding to ASAP of £1,500 for equipment to run a specialist 'Social Eyes session' (Appendix 1).



## 2.3 Background

- 2.3.1 EHT is a charity established from the estate of Edward Harvist, who died in 1609. Its proceeds are divided between the five London Boroughs, which border the Edgware Road. Harrow receives 5% of the yearly dividend income, which is intended for charitable purposes.
- 2.3.2 Harrow Council is expected to distribute Edward Harvist Trust funds in accordance with the charity's requirements as outlined in the GAP report of 11<sup>th</sup> July 2013 (Edward Harvist Trust applications).
- 2.3.3 Harrow Council receives money from the Edward Harvist Trust Charity three times a year and applications are invited from local voluntary organisations when a sufficient balance is available for allocation. In April 2013 when applications opened the balance available for distribution was **£19,495**. 21 applications were received and of these 11 were approved for funding. EHT funds have been distributed as follows:

No.	Organisation	Amount approved
1.	Aspire	£1,099
2.	Harrow Over 50 Club	£1,500
3.	Kids Can Achieve	£1,253.76
4.	St Luke's Hospice	£1,500
5.	St Peter's Harrow	£1,356.24
6.	Russian Immigrants Association	£1,080
7.	Holy Trinity, Wealdstone	£1,470
8.	ADHD and Autism support	£1,000
9.	Harrow Iranian Community Association	£899.99
10.	South Harrow Christian Fellowship	£789.03
11.	Afghan Association Paiwand	£1,300
	<b>Total</b>	<b>£13,248.02</b>

The current balance available for allocation is **£6,247**

## 2.4 Current situation

- 2.4.1 The report provided to GAP on the 11<sup>th</sup> July 2013 stated that two late applications had been received: One from the Afghan Association Paiwand which was received at 12.07pm on 8<sup>th</sup> May 2013 and the other from Asperger's Syndrome Access to Provision (ASAP) which the report stated had been received on the 9<sup>th</sup> May 2013. GAP approved funding to the Afghan Association Paiwand on the basis that the application had been received only a few minutes after the deadline.
- 2.4.2 Following notification of the outcome of their application ASAP contacted the Community Sector Services team stating that their application had been delivered to Harrow Civic Centre by the deadline. ASAP hand delivered their application to the mail box outside the Civic Centre prior to the 12pm midday deadline. Both reception and mail-

room staff assist the team in collecting applications from all delivery points to ensure they are received by the deadline. On this occasion the application was not collected until after the deadline and delivered to the team the following day.

- 2.4.3 For the future, Community Sector Support officers will personally ensure that all mailboxes are checked at the deadline for applications to avoid any such occurrence again.

## **Implications of the Recommendation**

### **2.5 Legal comments**

- 2.5.1 Harrow Council is expected to distribute Edward Harvist Trust funds in accordance with the requirements and objects of the Charity as described in paragraph 2.3.3 above.

### **2.6 Financial Implications**

- 2.6.1 The distribution of Edward Harvist Trust funding has no implications on the Medium Term Financial Strategy (MTFS) as this is a distinct source of funding provided to the Council for administration as grants to the Third Sector.
- 2.6.2 £6,247 is available for allocation and grant awards can not exceed this amount. The amount requested by ASAP can be awarded within the funds available.

### **2.7 Risk Management Implications**

- 2.7.1 Harrow Council has a duty to ensure that the distribution of Edward Harvist Trust funds is undertaken in accordance with the criteria stipulated by the charity. Harrow Council also has a duty to ensure that funds are distributed with due diligence to bona fide Third Sector organisations that have systems and processes in place to account for the appropriate use of the funds. The measures in place to fulfil these obligations and minimise the risk to the Council are;

- (1) Grant funded organisations must provide a report on the use of funds when requested.
- (2) Prospective applicants are required to provide evidence of the following;

- Organisation's adopted constitution or governing document
- Organisation's equal opportunities policy
- A full set of audited/certified accounts for the previous financial year
- Names and home addresses of management committee members
- Organisation's Bank account details

## 2.8 Equalities implications

2.8.1 The EHT application criteria is consistent with the approach used for the Outcomes Based and Small grants programmes, subject to the EHT's specific charitable objects. The application process for the grants programme has been assessed for equality implications and no adverse impacts have been identified. EHT applicants are asked to provide information on the beneficiary groups that will benefit from the funding. This information is available for consideration by GAP when making recommendations to the Portfolio Holder.

## 2.9 Priorities

2.9.1 Applications for Edward Harvist Trust funding support a range of activities and services. These activities in turn support the administration's priority of a cleaner, safer and fairer Harrow, in particular the award of funding to ASAP helps support a fairer Harrow by supporting people with Aspergers syndrome prepare for independent living.

## Section 3 - Statutory Officer Clearance

Name:.....Anthony Lineker....	<input type="checkbox"/>	on behalf of the* Chief Financial Officer
Date: ...8 <sup>th</sup> November 2013.....		
Name: ...Jessica Farmer...	<input type="checkbox"/>	on behalf of the* Monitoring Officer
Date: ...7 <sup>th</sup> November 2013.....		

## Section 4 - Contact Details and Background Papers

**Contact:** Kashmir Takhar, Service Manager Community Sector Services,  
020 8420 9331

### Background Papers:

(1) GAP report and minutes of 17<sup>th</sup> January 2012 meeting:  
<http://www.harrow.gov.uk/www2/ieListDocuments.aspx?CId=255&MId=60681>

(2) GAP report and minutes of 11<sup>th</sup> April 2013 meeting:  
<http://www.harrow.gov.uk/www2/documents/g61464/Public%20minutes%20Thursday%2011-Jul-2013%2019.30%20Grants%20Advisory%20Panel.pdf?T=11>

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