

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

Section 1: Summary And Recommendations

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

Recommendation:

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

Reason:

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

Section 2: Report

2.1 Brief History

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

2.2 Options Considered

2.2.1 Responses have been received from organisations as follows:

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

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

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

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

2.3 Available Space

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

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

2.4 Consultation

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

2.5 Financial Implications

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

2.6 Legal Implications

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

2.7 Equalities Impact

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

2.8 Section 17 Crime and Disorder Act 1998 Considerations

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

Section 3: Statutory Officer Clearance

Chief Finance Officer	Name: Sonal Shah Date: 17 th August 2007
Monitoring Officer	Name: Helen White Date: 17 th August 2007

Section 4 – Contact Details and Background Papers

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

Background Papers: Available on request.

IF APPROPRIATE, does the report include the following considerations?

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

Appendix 1



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

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

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

The accommodation is categorised as:

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

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

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

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

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

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

Tel: 020 8424 1335 or 020 8424 7625

E-mail: charlotte.clark@harrow.gov.uk

Appendix 2

REGISTER OF INTEREST FOR COMMUNITY PREMISES ACCOMMODATION

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

Current CP groups not replied:

HINDU COUNCIL (Currently has Designated Desk Room 8)

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

TAMIL COMMUNITY CENTRE (Currently has Casual Use Room 10)

HARROW COUNCIL LONDON

FUNDING FOR COMMUNITY PREMISES ACCOMMODATION

APPLICATION FORM

PART: A

Name of organisation:

Address for correspondence:

Contact person:

Position held in organisation:

Tel:

Fax:

Email:

1. What is the legal status of your organisation?

Registered charity (if registered charity, please give number)

Company limited by guarantee

Voluntary organisation

Other / please specify

2. When was the organisation set up?

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

4. Does it have a management committee?

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

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

PART B

1a. Amount requested: £

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

Individual Office

Designated Desk

Casual Use

(£6,000)

(£4,500)

(£1,500)

2. How do you propose to use the letting for which you are requesting funding?
(Give details of proposed days/ hours/ frequency –number of staff / volunteers / users involved)

3. Explain how this matches one or more of our common grants criteria

4. How will this grant benefit the development of your organisation / community?

5. How will this funding contribute to the promotion of equality of opportunity?

6. What are the expected outcomes?

7. How will you measure and monitor these outcomes?

8. Does your organisation currently use accommodation owned by Harrow Council? If so, provide details, including any charges payable.

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

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

INCOME

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

EXPENDITURE

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

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

--	--	--	--

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

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

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

UNDERTAKING:

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

NAME:

SIGNATURE:

POSITION HELD:

DATE:

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