

Meeting:	Grants Advisory Panel
Date:	19 th January 2009
Subject:	Update and Amendment of Allocations at the Community Premises at 27 Northolt Road
Key Decision:	No
Responsible Officer:	Javed Khan – Director of Community and Cultural Services
Portfolio Holder:	Councillor Chris Mote - Portfolio Holder for Community and Cultural Services
Exempt:	No
Enclosures:	Appendix 1: Individual reports on current user groups Appendix 2: List of current & proposed allocations & action Appendix 3: Criteria & Conditions for the Use of Community Premises Appendix 4: Monthly overall usage figures Appendix 5: Letter from Harrow Youth & Community Project Appendix 6: Email from Hestia Housing & Support

Section 1 – Summary and Recommendations

This report presents usage and monitoring information on the groups based at the Community Premises at 27 Northolt Road, South Harrow, HA2 0LH. for the period 1st April to 30th September 2008 and recommends the introduction of certain amendments to the Facilities Use Agreements and their extension to 31st March 2010.

Recommendations:

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

1. Note the usage and monitoring information presented in this report.
2. Agree that Harrow Agenda 21 Environmental Forum be upgraded from casual use to designated desk accommodation and delegate authority to officers to amend their Facilities Use Agreement accordingly with immediate effect.
3. Agree that Hestia Housing & Support and Harrow Youth & Community Project be downgraded from casual use to 'post box address for correspondence', as requested by the organisations and delegate authority to officers to amend their Facilities Use Agreements accordingly with immediate effect.
4. Delegate authority to officers to introduce a 3-stage monitoring process to groups that have failed to meet usage and/or monitoring requirements and to amend the Criteria and Conditions of Use accordingly.
5. Delegate authority to officers to extend all existing Facilities Use Agreements from 1st April 2009 to 31st March 2010.
6. Agree to amend the existing criteria for the allocation of space so that the minimum office usage requirements for designated desk and casual use accommodation are given in weekly figures, in line with those for individual office accommodation.

Reason: (For recommendation)

To enable better utilisation of space at the Community Premises at 27 Northolt Road.

Section 2 – Report

2.1 Introductory paragraph

- 2.1.1 The decisions sought helps the Council meet its objectives in supporting the Voluntary and Community Sector.

2.2 Background

- 2.2.1 On 22nd November 2007, the Grants Advisory Panel recommended to the Portfolio Holder for Community and Cultural Services allocations of space at the Community Premises building at 27 Northolt Road for new and existing users to be effective from 1st January 2008. The Panel also recommended to delegate authority to officers to review decisions after six months for new users and those organisations who had failed previously to meet some of the monitoring requirements. The Portfolio Holder for Community and Cultural Services agreed these recommendations on 10th December 2007.
- 2.2.2 Due to a delay in reviewing the Facilities Use Agreement document in liaison with the Council's Legal Services, the new allocations did not take effect until 1st April 2008.
- 2.2.3 In addition to the allocations agreed by the Portfolio Holder for Community and Cultural Services in December 2007, a further two applications, from Harrow Tamil Association and Hindu Council Harrow, were recommended by the Panel at its meeting on 9th June 2008 and were agreed by the Portfolio Holder on 25th June 2008. (These organisations were formally admitted to the Premises in July 2008).

- 2.2.4 After the June meeting, the Portfolio Holder also delegated authority to officers to undertake a 6-monthly review (i.e. October 2008) of all accommodation to new and existing users at the Community Premises.
- 2.2.5 After the allocations agreed in December 2007 and June 2008, there remain two designated desks and casual use space available for allocation, the latter of which is largely unlimited at this stage. There are currently no vacant individual offices. The current Criteria and Conditions of Use for the Community Premises state that the allocation of individual offices and designated desks is only drawn from existing casual users unless the Grants Advisory Panel makes a specific decision.

2.3 Options considered

- 2.3.1 In order to review the current allocations, officers have used information on the average time that an organisation spends in its allocated accommodation (e.g. individual office, designated desk or casual use space) for the period 1st April 2008 to 31st October 2008, excluding the weeks that contained bank holidays. This is the time that an organisation's office/desk space is in use, irrespective of the number of volunteers/members of staff in attendance.
- 2.3.2 Information on the overall monthly time that the organisation spends in the whole building (this includes the meeting rooms, counselling rooms, I.T. suite and other areas) has also been collected and a summary of this is attached at appendix 4. This figure counts the time spent by each individual of an organisation in the building, e.g. if 5 users of an organisation attend a meeting for 2 hours, the total time counted will be 10 hours.
- 2.3.3 In addition to the office usage information, the following monitoring information has been collated for each organisation:
- Attendance at four Community Premises User Group meetings in December 2007 and March, June and September 2008
 - Return of 4 Quarterly Monitoring Forms for the periods October – December 2007 and January – March, April – June and July – September 2008
- 2.3.4 An exception to the above monitoring periods are the three organisations that were admitted to the Premises in April 2008 and two organisations admitted during July 2008, for whom usage information has been gathered with effect from their start date at the premises.
- 2.3.5 Appendix 1 sets out the usage and monitoring information for each organisation and makes recommendations on their continued use of the accommodation. The average office usage figures have been used when determining if an organisation has met the minimum usage requirements for their current accommodation. The Criteria and Conditions of Use for the Community Premises, which set out the minimum usage requirements, are outlined in Appendix 3.
- 2.3.6 One organisation, Harrow Agenda 21 Environmental Forum, has exceeded its minimum office usage requirements and it is therefore recommended that it be upgraded from casual use to designated desk accommodation with immediate effect.
- 2.3.7 Two organisations, Harrow Youth & Community Project and Hestia Housing & Support, have requested that they be downgraded from casual use to 'post box address for

correspondence' as they are unable to meet the minimum office usage requirements (see appendices 5 and 6). It is therefore recommended that these requests be granted with immediate effect.

2.3.8 Some organisations have not met their minimum office usage requirements for their current accommodation and/or have not met the monitoring requirements that they agreed to when they signed their Facilities Use Agreements, e.g. attending user group meetings and submitting quarterly monitoring forms. To help monitor this situation more closely, ensure efficient usage of the Premises and support organisations that may have difficulty in meeting the requirements it is proposed that a 3-stage monitoring process be introduced as follows:

Stage 1 – Consultation meeting with the Community Premises Co-ordinator to discuss usage and monitoring requirements and any problems/issues faced in meeting them. The outcome of the meeting would be to agree a way forward for the organisation that helps them meet their user requirements, which could be a re-grading of its current accommodation.

If there is no improvement within three months of Stage 1 or the organisation does not attend the consultation, they progress to stage 2:

Stage 2 - An initial written notification will be issued highlighting failure to meet the usage/monitoring requirements. A further consultation meeting with the Co-ordinator will be offered to review issues or agree a re-grading of usage.

If there is no improvement within three months of Stage 2 they progress to stage 3:

Stage 3 – A final written notification will be sent with a further three months to improve, with another opportunity to meet with the Co-ordinator to resolve concerns or agree re-grading of accommodation. If there is no improvement at the end of a further three-month period a report will be presented to the Grants Advisory Panel.

2.3.9 It is recommended that all existing Facilities Use Agreements be extended from 1st April 2009 to 31st March 2010 for all organisations as they have all provided monitoring reports that demonstrate they are continuing to provide valuable services to their community in accordance with the Criteria and Conditions of Use and no other applications for accommodation have been received.

2.3.10 The current criteria for the allocation of space states the minimum time an organisation must occupy/use its allocated accommodation. For individual offices, a weekly figure of 35 hours is given but for designated desks and casual use, monthly figures of 20 hours and 4 hours are given respectively. It is recommended that weekly figures are used for all three types of accommodation as listed below. Usage information is collected on a weekly basis and this will mean that all organisations are monitored using a consistent measure.

Individual office – 35 hours per week

Designated desk – 5 hours per week Casual Use – 1 hour per week

2.4 Consultation

- 2.4.1 Current user groups were consulted on the introduction of the 3-stage monitoring process at the User Group meeting on 11th December 2008. There was general agreement that this was a fair and transparent process.

Implications of the Recommendation

2.5 Equalities Impact

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

2.6 Staffing/Workforce

- 2.6.1 There are no staffing/workforce issues.

2.7 Legal comments

- 2.7.1 The Council has power to make facilities available for voluntary organisations charging as it thinks fit and contributing to grants and loans under Section 19 (2) of the Local Government Act 1976.
- 2.7.2 This power is supplemented by Section 2 of the Local Government Act 2000 with a power to promote 'community well being'.
- 2.7.3 Users of the Community Premises are required to sign a facilities use agreement. This is a legally binding document that will be updated with advice from legal services.
- 2.7.4 Current organisations and prospective new users based at the community premises are expected to comply with all relevant legislation. They are expected to have Health & Safety policies and procedures, Child Protection policies (where applicable), procedures for the Protection of Vulnerable Adults (where applicable).

2.8 Community safety

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

2.9 Financial Implications

- 2.9.1 There are no additional costs arising from the proposals

2.10 Performance Issues

2.10.1 NI 7 which relates to creating an environment in which the voluntary and community sector can thrive has been included within Harrow's Local Area Agreement. The proposals set out in this report contribute to creating such an environment.

2.11 Environmental Impact

2.11.1 There are no significant environmental impacts arising from the proposals.

2.12 Risk Management Implications

2.12.1 The main risks associated with these proposals relate to Community Premises User Groups failing to fulfil their obligations or the criteria regarding use of the Community Premises building.

2.12.2 These risks are managed and mitigated through the Facilities Use Agreement and Criteria and Conditions of Use, which states expectations regarding usage and compliance to monitoring.

2.12.3 The Council's Overview and Scrutiny committee recently completed a review called 'Delivering a strengthened voluntary sector'. Cabinet noted the recommendations of this review at its meeting on the 18th December 2008 and a further report addressing the recommendations is due in March 2009.

Risk included on Directorate risk register? No

Separate risk register in place? No

Section 3 - Statutory Officer Clearance

Name: Sheela Thakrar	<input checked="" type="checkbox"/>	on behalf of the* Chief Financial Officer
Date: 5 th January 2009		
Name: Jessica Farmer	<input checked="" type="checkbox"/>	on behalf of the* Monitoring Officer
Date: 12 th January 2009		

Section 4 – Performance Officer Clearance

Name: Liz Defries	<input checked="" type="checkbox"/>	on behalf of the* Divisional Director (Strategy and Improvement)
Date: 7 th January 2009		

Section 5 – Environmental Impact Officer Clearance

Name: Andrew Baker	<input checked="" type="checkbox"/>	on behalf of the* Divisional Director (Environmental Services)
Date: 7 th January 2009		

Section 6 - Contact Details and Background Papers

Contacts:

Kashmir Takhar, Interim Head of Service, Community Development (ext. 5332);
Parveen Vasdev, Principal Grants Officer (ext. 7625);
Charlotte Clark, Senior Grants Officer (ext. 2335)

Background Papers:

- Appendix 1: Individual reports on current user groups
- Appendix 2: List of current & proposed allocations & action
- Appendix 3: Criteria & Conditions for the Use of Community Premises
- Appendix 4: Monthly overall usage figures
- Appendix 5: Letter from Harrow Youth & Community Project
- Appendix 6: Email from Hestia Housing & Support

APPENDIX 1

Name of Organisation:	Angolan Civic Communities Alliance (ACCA)
Recommended Accommodation:	Individual Office
Current Accommodation:	Individual Office
Minimum requirement for current accommodation:	35 hours per week
Average weekly office usage:	69.74 hours per week
Attendance at User Group meetings:	4 out of 4
Quarterly monitoring form returns:	4 out of 4

Comments:

The organisation has met the minimum usage requirement for its current accommodation therefore it is recommended that it continue to be allocated an individual office.

Name of Organisation:	Association of Senior Muslim Citizens
Recommended Accommodation:	Designated Desk
Current Accommodation:	Designated Desk
Minimum requirement for current accommodation:	20 hours per month
Average monthly office usage:	32.02 hours per month
Attendance at User Group meetings:	4 out of 4
Quarterly monitoring form returns:	4 out of 4

Comments:

The organisation has met the minimum usage requirement for its current accommodation therefore it is recommended that it continue to be allocated a designated desk.

Name of Organisation:	Bridge Trust Organisation
Recommended Accommodation:	Casual Use
Current Accommodation:	Casual Use
Minimum requirement for current accommodation:	4 hours per month
Average monthly office usage:	9.83 hours per month
Attendance at User Group meetings:	1 out of 2
Quarterly monitoring form returns:	2 out of 2

Comments:

The Bridge Organisation became a user of the Community Premises with effect from 1st April 2008. The organisation has met the minimum usage requirement for its current accommodation. However, it has only attended one out of two User Group meetings during this period.

It is recommended that the Bridge Trust Organisation continue to be allocated casual use accommodation but stage 1 of the proposed monitoring process be applied for this organisation in respect of attendance at User Group meetings.

Name of Organisation:	East African Welfare & Development Concern
Recommended Accommodation:	Casual Use
Current Accommodation:	Casual Use
Minimum requirement for current accommodation:	4 hours per month
Average monthly office usage:	11.26 hours per month
Attendance at User Group meetings:	4 out of 4
Quarterly monitoring form returns:	1 out of 4

Comments:

The organisation has met the minimum usage requirement for its current accommodation. However, it has only returned one out of four monitoring forms during this period. It also needs to be noted that the report to the Grants Advisory Panel on 22nd November 2007 highlighted the organisation as 'unsatisfactory' in returning its quarterly monitoring forms for the period of 1st April to 31st July 2007.

It is recommended that the East African Welfare and Development Concern continue to be allocated casual use accommodation but stage 1 of the proposed monitoring process be applied for this organisation in respect of return of quarterly monitoring forms.

Name of Organisation:	Harrow African Caribbean Association (HACAS)
Recommended Accommodation:	Designated Desk
Current Accommodation:	Designated Desk
Minimum requirement for current accommodation:	20 hours per month
Average monthly office usage:	19.15 hours per month
Attendance at User Group meetings:	4 out of 4
Quarterly monitoring form returns:	4 out of 4

Comments:

The organisation has slightly underachieved in meeting the minimum usage requirement for its current accommodation. However, as it has under-utilised it by, on average, less than an hour per month it is recommended that it continue to be allocated a designated desk.

Name of Organisation:	Harrow Agenda 21
Recommended Accommodation:	Designated Desk
Current Accommodation:	Casual Use
Minimum requirement for current accommodation:	4 hours per month
Average monthly office usage:	20.41 hours per month
Attendance at User Group meetings:	2 out of 2
Quarterly monitoring form returns:	2 out of 2

Comments:

Harrow Agenda 21 became a user of the Community Premises with effect from April 2008. The organisation has exceeded the minimum usage requirement for its current accommodation (4 hours per month) and it is therefore recommended that it be allocated a designated desk as it exceeds the usage requirement of 20 hours per month.

Name of Organisation:	Harrow Anti-Racist Alliance
Recommended Accommodation:	Individual Office
Current Accommodation:	Individual Office
Minimum requirement for current accommodation:	35 hours per week
Average weekly office usage:	36.44 hours per week
Attendance at User Group meetings:	4 out of 4
Quarterly monitoring form returns:	4 out of 4

Comments:

The organisation has met the minimum usage requirement for its current accommodation therefore it is recommended that it continue to be allocated an individual office.

Name of Organisation:	Harrow Bengalee Association
Recommended Accommodation:	Designated Desk
Current Accommodation:	Designated Desk
Minimum requirement for current accommodation:	20 hours per month

Average monthly office usage: 43.63 hours per month

Attendance at User Group meetings: 3 out of 4

Quarterly monitoring form returns: 3 out of 4

Comments:

The organisation has met the minimum usage requirement for its current accommodation. However, it has only returned three out of four quarterly monitoring forms and has missed one of the four User Group meetings during this period.

It is recommended that the Harrow Bengalee Association continue to be allocated a designated desk but stage 1 of the proposed monitoring process be applied for this organisation in respect of attendance at User Group meetings and return of quarterly monitoring forms.

Name of Organisation: **Harrow Iranian Community Association**

Recommended Accommodation: **Individual Office**

Current Accommodation: Individual Office

Minimum requirement for current accommodation: 35 hours per week

Average weekly office usage: 34.81 hours per week

Attendance at User Group meetings: 3 out of 4

Quarterly monitoring form returns: 4 out of 4

Comments:

The organisation has slightly underachieved in meeting the minimum usage requirement for its current accommodation and it has missed one out of four User Group meetings during this period. However, as it has under-utilised the office by, on average, less than an hour per week it is recommended that it continue to be allocated an individual office but stage 1 of the proposed monitoring process be applied for this organisation in respect of attendance at User Group meetings.

Name of Organisation: **Harrow Kuwaiti Community Association**

Recommended Accommodation: **Designated Desk**

Current Accommodation: Designated Desk

Minimum requirement for current accommodation: 20 hours per month

Average monthly office usage: 25.95 hours per month

Attendance at User Group meetings: 3 out of 4

Quarterly monitoring form returns: 3 out of 4

Comments:

The organisation has met the minimum usage requirement for its current accommodation. However, it has only returned three out of four quarterly monitoring forms and has missed one out of four User Group meetings during this period. It also needs to be noted that the report to the Grants Advisory Panel on 22nd November 2007 highlighted the organisation as 'unsatisfactory' in returning its quarterly monitoring forms for the period of 1st April to 31st July 2007.

It is recommended that the Harrow Kuwaiti Community Association continue to be allocated a designated desk but stage 1 of the proposed monitoring process be applied for this organisation in respect of attendance at User Group meetings and return of quarterly monitoring forms.

Name of Organisation:	Harrow Somali Women's Action Group
Recommended Accommodation:	Designated Desk
Current Accommodation:	Designated Desk
Minimum requirement for current accommodation:	20 hours per month
Average monthly office usage:	36.70 hours per month
Attendance at User Group meetings:	1 out of 4
Quarterly monitoring form returns:	1 out of 4

Comments:

The organisation has met the minimum usage requirement for its current accommodation. However, it has only returned one out of four monitoring forms and has missed three out of four User Group meetings for this period. It should also be noted that the report to the Grants Advisory Panel on 22nd November 2007 highlighted the organisation as 'unsatisfactory' in returning its quarterly monitoring forms for the period of 1st April to 31st July 2007.

It is recommended that the Harrow Somali Women's Action Group continue to be allocated a designated desk but stage 1 of the proposed monitoring process be applied for this organisation in respect of attendance at User Group meetings and return of quarterly monitoring forms.

Name of Organisation:	Harrow Tamil Association
Recommended Accommodation:	Casual Use
Current Accommodation:	Casual Use
Minimum requirement for current accommodation:	4 hours per month
Average monthly office usage:	4.98 hours per month
Attendance at User Group meetings:	0 out of 1
Quarterly monitoring form returns:	1 out of 1

Comments:

Harrow Tamil Association became a user of the Community Premises with effect from 3rd July 2008. The organisation has met the minimum usage requirement for its current accommodation. However, it has missed the only User Group meeting during this period.

It is recommended that the Harrow Tamil Association continue to be allocated casual use accommodation but stage 1 of the proposed monitoring process be applied for this organisation in respect of attendance at User Group meetings.

Name of Organisation:	Harrow Youth & Community Project
Recommended Accommodation:	Post box address for correspondence
Current Accommodation:	Casual Use
Minimum requirement for current accommodation:	4 hours per month
Average monthly office usage:	0.30 hours per month
Attendance at User Group meetings:	2 out of 4
Quarterly monitoring form returns:	1 out of 4

Comments:

The organisation has not met the minimum usage requirement for its current accommodation. Also, it has only returned one out of four quarterly monitoring forms and has missed two out of four User Group meetings during this period. It should also be noted that the report to the Grants Advisory Panel on 22nd November 2007 highlighted the organisation as 'unsatisfactory' in returning its quarterly monitoring forms for the period of 1st April to 31st July 2007.

A letter has been received from Harrow Youth & Community Project (appendix 5) requesting that it change its allocation from casual use to 'post box address for correspondence' (see appendix 2), which means that it will not have to meet the minimum office usage requirements and other benchmarking requirements. It is therefore recommended that Harrow Youth & Community Project be allocated 'post box address for correspondence' accommodation as it has requested.

Name of Organisation:	Hestia Housing & Support (formerly Women's Aid Harrow)
Recommended Accommodation:	Post box address for correspondence
Current Accommodation:	Casual Use
Minimum requirement for current accommodation:	4 hours per month
Average monthly office usage:	0 hours per month

Attendance at User Group meetings: 0 out of 2

Quarterly monitoring form returns: 0 out of 2

Comments:

Hestia Housing and Support became a user of the Community Premises with effect from 1st April 2008. The organisation has not met the minimum usage requirement for its current accommodation. Also, it has not returned any monitoring forms and has missed both User Group meetings during this period.

An email has been received from Hestia (appendix 6) requesting that it change its allocation from casual use to 'post box address for correspondence' (see appendix 2), which means that it will not have to meet the minimum office usage requirements and other benchmarking requirements. Due to the nature of the service provided by Hestia, it is unable to make use of the shared (casual use) office currently allocated to it but would still like to use the meeting room and counselling rooms at the Premises. It is therefore recommended that Hestia be allocated 'post box address for correspondence' accommodation as it has requested.

Name of Organisation: **Hindu Council Harrow**

Recommended Accommodation: **Casual Use**

Current Accommodation: Casual Use

Minimum requirement for current accommodation: 4 hours per month

Average monthly office usage: 8.66 hours per month

Attendance at User Group meetings: 0 out of 1

Quarterly monitoring form returns: 1 out of 1

Comments:

Hindu Council Harrow became a user of the Community Premises with effect from 3rd July 2008. The organisation has met the minimum usage requirement for its current accommodation. However, it has missed one out of one User Group meeting during this period.

It is recommended that the organisation continue to be allocated casual use accommodation but stage 1 of the proposed monitoring process be applied for this organisation in respect of attendance at User Group meetings.

Name of Organisation: **Horn Response Project**

Recommended Accommodation: **Casual Use**

Current Accommodation: Casual Use

Minimum requirement for current accommodation: 4 hours per month

Average monthly office usage: 11 hours per month

Attendance at User Group meetings:	1 out of 4
Quarterly monitoring form returns:	3 out of 4

Comments:

The organisation has met the minimum usage requirement for its current accommodation. However, it has missed three out of four User Group meetings and has only returned three out of four quarterly monitoring forms during this period. It also needs to be noted that the report to the Grants Advisory Panel on 22nd November 2007 highlighted the organisation as 'unsatisfactory' in both returning its quarterly monitoring forms and attendance at User Group meetings for the period of 1st April to 31st July 2007.

It is recommended that the Horn Response Project continue to be allocated casual use accommodation but stage 1 of the proposed monitoring process be applied for this organisation in respect of attendance at User Group meetings and return of quarterly monitoring forms.

Name of Organisation:	Indian Association of Harrow
Recommended Accommodation:	Designated Desk
Current Accommodation:	Designated Desk
Minimum requirement for current accommodation:	20 hours per month
Average monthly office usage:	15.29 hours per month
Attendance at User Group meetings:	3 out of 4
Quarterly monitoring form returns:	4 out of 4

Comments:

The organisation has not met the minimum usage requirements for its current accommodation. Also, it has missed one out of four User Group meeting during this period. It also needs to be noted that the report to the Grants Advisory Panel on 22nd November 2007 highlighted the organisation as 'unsatisfactory' in its attendance at User Group meetings for the period of 1st April to 31st July 2007.

It is recommended that the Indian Association of Harrow continue to be allocated a designated desk but stage 1 of the proposed monitoring process be applied for this organisation in respect of office usage and attendance at User Group meetings.

Name of Organisation:	Iwanaaji Somali Disabled Association
Recommended Accommodation:	Designated Desk
Current Accommodation:	Designated Desk
Minimum requirement for current accommodation:	20 hours per month
Average monthly office usage:	23.57 hours per month

Attendance at User Group meetings: 2 out of 4

Quarterly monitoring form Returns: 4 out of 4

Comments:

The organisation has met the minimum usage requirement for its current accommodation. However, it has missed two out of four User Group meetings during this period. It also needs to be noted that the report to the Grants Advisory Panel on 22nd November 2007 highlighted the organisation as 'unsatisfactory' in its attendance at User Group meetings for the period of 1st April to 31st July 2007.

It is recommended that Iwanaaji Somali Disabled Association continue to be allocated a designated desk but stage 1 of the proposed monitoring process be applied for this organisation in respect of attendance at User Group meetings.

Name of Organisation: **Pakistan Society of Harrow**

Recommended Accommodation: **Designated Desk**

Current Accommodation: Designated Desk

Minimum requirement for current accommodation: 20 hours per month

Average monthly office usage: 75.22 hours per month

Attendance at User Group meetings: 4 out of 4

Quarterly monitoring form returns: 4 out of 4

Comments:

The organisation has met the minimum usage requirement for its current accommodation therefore it is recommended that the Pakistan Society of Harrow continue to be allocated a designated desk.

Name of Organisation: **Russian Immigrants Association**

Recommended Accommodation: **Individual Office**

Current Accommodation: Individual Office

Minimum requirement for current accommodation: 35 hours per week

Average weekly office usage: 38.72 hours per week

Attendance at User Group meetings: 4 out of 4

Quarterly monitoring form returns: 4 out of 4

Comments:

The organisation has met the minimum usage requirement for its current accommodation therefore it is recommended that the Russian Immigrants Association continue to be allocated an individual office.

Name of Organisation:	Somali Cultural & Educational Association
Recommended Accommodation:	Designated Desk
Current Accommodation:	Designated Desk
Minimum requirement for current accommodation:	20 hours per month
Average monthly office usage:	53.21 hours per month
Attendance at User Group meetings:	2 out of 4
Quarterly monitoring form returns:	4 out of 4

Comments:

The organisation has met the minimum usage requirement for its current accommodation. However it has missed two out of four User Group meetings during this period. It also needs to be noted that the report to the Grants Advisory Panel on 22nd November 2007 highlighted the organisation as 'unsatisfactory' in both returning its quarterly monitoring forms and attendance at User Group meetings for the period of 1st April to 31st July 2007.

It is recommended that the Somali Cultural and Educational Association continue to be allocated a designated desk but stage 1 of the proposed monitoring process be applied for this organisation in respect of attendance at User Group meetings.

Name of Organisation:	Tamil Community Centre
Recommended Accommodation:	Casual Use
Current Accommodation:	Casual Use
Minimum requirement for current accommodation:	4 hours per month
Average monthly office usage:	0.60 hours per month
Attendance at User Group meetings:	2 out of 4
Quarterly Monitoring Form Returns:	1 out of 4

Comments:

The organisation has not met the minimum usage requirement for its current accommodation. Also, it has missed two out of four User Group meetings and has only returned one out of four quarterly monitoring forms during this period. It also needs to be noted that the report to the Grants Advisory Panel on 22nd November 2007 highlighted the organisation as 'unsatisfactory' in both returning its quarterly monitoring forms and attendance at User Group meetings for the period of 1st April to 31st July 2007.

It is recommended that the Tamil Community Centre continue to be allocated casual use accommodation but stage 1 of the proposed monitoring process be applied for this organisation in respect of office usage, attendance at User Group meetings and return of quarterly monitoring forms.

APPENDIX 2

LIST OF CURRENT & PROPOSED ALLOCATIONS

ORGANISATION	CURRENT ACCOMMODATION	PROPOSED ACCOMMODATION
Angolan Civic Communities Alliance	Individual Office	Continuation
Association of Senior Muslim Citizens	Designated Desk	Continuation
Bridge Organisation	Casual Use	Continuation
East African Welfare & Development Concern	Casual Use	Continuation
Harrow African Caribbean Association	Designated Desk	Continuation
Harrow Agenda 21	Casual Use	Designated Desk
Harrow Anti-Racist Alliance	Individual Office	Continuation
Harrow Bengalee Association	Designated Desk	Continuation
Harrow Iranian Community Association	Individual Office	Continuation
Harrow Kuwaiti Community Association	Designated Desk	Continuation
Harrow Somali Women's Action Group	Designated Desk	Continuation
Harrow Tamil Association	Casual Use	Continuation
Harrow Youth & Community Project	Casual Use	Post box address for correspondence
Hestia Housing & Support (formerly Women's Aid Harrow)	Casual Use	Post box address for correspondence
Hindu Council Harrow	Casual Use	Continuation
Horn Response Project	Casual Use	Continuation
Indian Association of Harrow	Designated Desk	Continuation
Iwaanaji Somali Disabled Association	Designated Desk	Continuation
Pakistan Society of Harrow	Designated Desk	Continuation
Russian Immigrants Association	Individual Office	Continuation
Somali Cultural & Educational Association	Designated Desk	Continuation
Tamil Community Centre	Casual Use	Continuation

CRITERIA & CONDITIONS FOR THE USE OF THE COMMUNITY PREMISES

A. General Conditions:

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

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

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

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

B. Criteria for the use of the premises:

1. The community premises are primarily for new and emerging groups.
2. The main purpose of the premises is to support community development initiatives, and priority will be given to those agreeing to set service development criteria linked to the Harrow Partnership Strategic Priorities.
3. All applications for accommodation are considered on an annual basis. Organisations allocated accommodation are required to demonstrate that their organisation has consolidated, and evidence must be provided of community development.
4. Accommodation will normally be allocated for a maximum of three years. Exceptions may be made where organisations can demonstrate that they are continuing to provide a valuable service to their community, but that, despite their best efforts, it has been impossible for them to generate sufficient income to relocate elsewhere.
5. All users will be subject to monitoring, and their use of the premises will be evaluated to prioritise the allocation of accommodation.
6. Monitoring and evaluation of community premises' use is based on a combination of the monitoring of physical attendance and agreed criteria to evaluate community and organisation development (paragraph D).

7. All users of the premises will be assessed and monitored in accordance with agreed benchmarking criteria (paragraph F). Those groups which fail to make progress may be given 28 days notice to vacate the premises.
8. Umbrella organisations or organisations providing outreach services may make use of facilities booked under the casual use booking system, if available.
9. Decisions to exclude an organisation are taken by Members, but officers are authorised to suspend an organisation until that decision is taken.

C. Types of accommodation

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

(1) Individual offices and designated desks:

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

(2) Casual Use:

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

(3) Post Box address for correspondence:

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

(4) New users – probation period:

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

THERE IS NO DISCRETION ON THE PART OF THE PREMISES STAFF TO VARY THE CONDITIONS.

D. Criteria for allocation of space:

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

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

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

- satisfy the Council that 80% of its members and users are Harrow based
- be able to occupy the office for **more than 35 hours per week**
- provide evidence of achievements, which are in line with benefiting the Harrow Partnership Strategies and a level of activity, which justifies the hours, spent in the premises.

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

- satisfy the 80% criterion
- demonstrate that it uses the office **at least 20 hours per month**
- provide evidence of achievements, which are in line with benefiting the Harrow Partnership Strategies and a level of activity, which justifies the hours, spent in the premises.

3. Casual use: For this an organisation must:

- satisfy the 80% criterion
- demonstrate that it uses the office **at least 4 hours per month**
- provide an action plan, which outlines activities that are in line with benefiting the Harrow Partnership Strategies.

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

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

E. Conditions of use:

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

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

1. Record of weekly attendance using the Attendance Monitoring Form;

2. Submission of quarterly monitoring forms, which will include statistical information on:
 - Number of cases dealt with;
 - Number of people visiting the project;
 - Evidence of an active management committee, i.e:
 - *frequency of meetings
 - *number of members attending regularly
 - *written and verbal reports considered at each meeting
 - *accurate minutes produced and circulated
 - *testimonials/ thank you letters from individual users and organisations/ agencies the group is working with.
 - Evidence of community involvement, i.e.
 - *information provided to members/users regularly
 - *members/users are consulted and invited to participate in activities and decision-making
 - *number of members in relation to their numbers in the community
 - *number of people attending social and cultural events.
3. Evidence of gradual improvement in the administrative and financial records and systems being used by organisations.
4. Annual return showing evidence of efforts made to raise funds from sources other than the Council.
5. Evidence of relationship with other projects/agencies/ Harrow Partnership:
 - Membership of consultative groups, umbrella organisations, consortia and partnerships
 - Records of referrals to and from other agencies

APPENDIX 4

Average monthly usage of the Community Premises building 1st April – 31st October 2008 (excluding weeks containing bank holidays)*

ORGANISATION	AVERAGE MONTHLY USAGE
Angolan Civic Communities Alliance	603.75 hours
Association of Senior Muslim Citizens	45.15 hours
Bridge Organisation	17.99 hours
East African Welfare & Development Concern	44.86 hours
Harrow African Caribbean Association	27.03 hours
Harrow Agenda 21	42.07 hours
Harrow Anti-Racist Alliance	254.96 hours
Harrow Bengalee Association	60.39 hours
Harrow Iranian Community Association	248.93 hours
Harrow Kuwaiti Community Association	44.32 hours
Harrow Somali Women's Action Group	55.89 hours
Harrow Tamil Association	13.67 hours
Harrow Youth & Community Project	6.71 hours
Hestia Housing & Support (formerly Women's Aid Harrow)	6.43 hours
Hindu Council Harrow	33.25 hours
Horn Response Project	11.29 hours
Indian Association of Harrow	37.93 hours
Iwaanaji Somali Disabled Association	26.32 hours
Pakistan Society of Harrow	96.75 hours
Russian Immigrants Association	239.64 hours
Somali Cultural & Educational Association	52.46 hours
Tamil Community Centre	11.04 hours

*These figures count the time spent by each individual of an organisation in the whole building (including their allocated accommodation, meeting room, counselling rooms, I.T. suite and other areas), e.g. if 5 users of an organisation attend a meeting for 2 hours, the total time counted is 10 hours.