

Meeting:	Grants Advisory Panel
Date:	19 <sup>th</sup> January 2009
Subject:	Community Lettings of Schools and Youth and Community Centres
Key Decision:	Yes
Responsible Officer:	Javed Khan, Director of Community and Cultural Services
Portfolio Holder:	Councillor Chris Mote, Portfolio Holder for Community and Cultural Services
Exempt:	Main report – No Appendix 6 – Yes (Information under paragraph 5 of Part 1 of Schedule 12A to the Local Government Act 1972, in respect of which a claim to legal professional privilege could be maintained in legal proceedings).
Enclosures:	Appendix 1: Letter to Community Lettings Hirers Appendix 2: Letter to schools Appendix 3: List of schools and youth and community centres Appendix 4: List of organisations Appendix 5: Equalities Impact Assessment

## Section 1 – Summary and Recommendations

This report provides an update on the process for managing community lettings for school and youth and community centres and recommends the implementation of the policy decision to transfer the management of school-based community lettings to schools and the transfer of youth and community centre lettings to the youth service

### **Recommendations:**

The Panel is requested to recommend to Cabinet:

1. The transfer of the management of school-based community lettings from the Council to Schools effective 1<sup>st</sup> April 2009.

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

1. To implement the transfer of the management of school-based community lettings from the Council to schools in line with the policy decision taken by Cabinet in October 2004.

## **Section 2 – Report**

### **2.1 Introductory paragraph**

2.1.1 The decision sought will help the Council deliver its policy objective to transfer the management of community lettings directly to schools.

### **2.2 Options considered**

2.2.1 The main option considered is the transfer of the management of community lettings from the council to schools to be effective from the 1<sup>st</sup> April 2009.

2.2.2 The implementation of this policy has been delayed a number of times to give schools and voluntary organisations an opportunity to prepare for the policy change.

2.2.3 The continued pressure on Council resources and the uncertainty created by the delays in implementing the policy support the need to take forward this option.

### **2.3 Background**

2.3.1 In October 2002 Cabinet decided that Community Lettings would be transferred to the Grants Advisory Panel as of 1<sup>st</sup> April 2004. The intention was to abolish the community lettings system and bring the support to the voluntary sector provided through this route into the main grants system.

2.3.2 Under the current lettings system voluntary organisations apply to use a room in a school or council-owned youth and community centre (list of schools and centres involved in the scheme attached at Appendix 3). The Council liaises with the school or centre to make the necessary arrangements and enters in to a hire agreement with the organisation. The council pays a fixed rate reimbursement fee to the school to cover costs such as electricity and pays for the caretaker's overtime. The council then invoices the organisation at the published hire rates.

This system has a number of disadvantages:

- It is very cumbersome from an administrative point of view and in the past there have been major problems with the billing system, increasing the risk of bad debts.
- There is no means of controlling the expenditure as organisations can apply at any time during the year and there is no process for vetting or refusing applications.
- The extent of the support available to the voluntary sector is not transparent and is not consistent with current grant criteria.

2.3.3 On the 14<sup>th</sup> October 2004 Cabinet approved the move to a grants based system whereby groups would apply for a grant towards the cost of hiring premises and then deal directly with schools or other premises provider.

2.3.4 The implementation of the new system has encountered a number of difficulties such as schools delaying setting their charges, charges being set too high for community groups and the application process perceived as being too complex. This has led to several delays to its implementation:

- On 22 November 2004 Grants Advisory Panel agreed to defer the implementation of the new policy on lettings until 1st September 2005.
- On 28 May 2005 Grants Advisory Panel agreed to defer the implementation of the new policy on lettings until 1<sup>st</sup> September 2006.
- On 8 March 2006 Grants Advisory Panel agreed to defer Community Lettings Grant applications received to the meeting to be held on 6 July 2006.
- On 6 July 2006 Grants Advisory Panel received an update report on implementation of the policy.
- On 7<sup>th</sup> September 2007 Grants Advisory Panel received a further update report that proposed implementation of the system by March 2008.
- On the 9<sup>th</sup> April 2008 the decision to implement was again deferred pending the outcome of the Overview and Scrutiny committee review of Council support to the voluntary sector.
- Despite the delays to its implementation schools and voluntary organisations were expecting the new system to be implemented by September 2008.

2.3.5 The delays to the implementation of this policy were aimed at helping to ease the transition of community lettings to schools. This included a phased reduction of concessionary rates that have been reducing each year from 85% to 70% in September 2006, to 70% to 60% in September 2007 and from 60% to 50% effective from September 2008.

## **2.4 Current situation**

- 2.4.1 The Overview and Scrutiny committee completed its review of council support to the voluntary sector in December 2008. The committee concluded in its report to Cabinet that “the council’s policy on community lettings has been in hiatus since 2004”.
- 2.4.2 The Council’s financial position continues to be difficult affecting its ability to continue supporting community lettings. The original proposal to transfer the budget for community lettings in to the main grants programme is not currently being proposed.
- 2.4.3 Some organisations may be eligible to apply for financial support through next year’s annual grants programme although it is recognised that this will put an additional strain on the budget. It is not possible however, to continue offering the level of support that some groups have accessed through community lettings.

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

- 2.5.1 The implementation of this change to community lettings would provide clear direction to schools and voluntary organisations and would end any ongoing uncertainty about the community lettings process.
- 2.5.2 A review of practices in neighbouring local authorities confirms that other council’s do not operate a process of concessionary lettings. Implementation of this policy would put Harrow in line with other local authorities.

- 2.5.3 The policy decision taken in 2004 was based on the recognition that the Council's financial position could not sustain concessionary lettings. This continues to be the financial position of the council.

## **Implications of the Recommendation**

### **2.6 Resources, costs**

- 2.6.1. The transfer of community lettings to schools will result in an efficiency saving to the council of £98k and will enable staff resources to be redeployed to support the work of the grants team with other core functions including grant administration and monitoring.

### **2.7 Staffing/workforce**

- 2.7.1 If community lettings transfers to schools the role of the Community Lettings Officer will be reviewed. Discussions have already taken place with the postholder about how the role could contribute more widely to the work of the grants team.
- 2.7.2 There may also be staffing or workforce implications for staff working in schools.

### **2.8 Equalities impact**

- 2.8.1 The new policy on lettings will affect a number of community groups, currently benefiting from concessionary lettings. An equalities impact assessment has been undertaken (attached at Appendix 5) which demonstrates that no particular group is more adversely affected than any other, by this decision.

### **2.9 Legal comments (continued in Appendix 6)**

- 2.9.1 The Education Act 2002 provides for the sharing of community resources with the local community. The statutory desire to improve community cohesion through the sharing of resources is echoed in the Every Child Matters agenda and the Sure Start program. The risk to the reduction in concessionary arrangements for voluntary groups may pose a risk to the continuation of such groups and impact on school lettings and transfer of control agreements as a result.

### **2.10 Community safety**

- 2.10.1 Some of the activities organised by groups making use of community lettings have the potential to contribute to community safety for example, some of the organisations and their activities provide supervised, structured activities for children and young people thereby providing diversion away from involvement in crime and anti-social behaviour.

### **2.11 Financial Implications**

- 2.11.1 The efficiency saving of £98k achieved by transferring community lettings to schools is built into the medium term financial strategy for 2009/10.

### **2.12 Performance Issues**

- 2.12.1 NI 7, which relates to creating an environment within which the voluntary and community sector can thrive, has been adopted as part of Harrow's Local Area Agreement. A list of groups affected by this proposal is attached at Appendix 4. We do

not have knowledge of how individual groups might be affected so it is not possible to determine whether this will impact on this indicator. However, NI7 is an indicator based on the voluntary and community sectors perceptions and this can be influenced by a range of factors not solely related to funding.

2.12.2 At the same time, the Council's current corporate priority 4 seeks to "extend community use of schools while making education in Harrow even better".

### 2.13 Environmental Impact

2.13.1 There will be no change to the environmental impact of community lettings by this policy decision.

### 2.14 Risk Management Implications

2.14.1 The main risk identified with this decision is the potential impact on voluntary organisations that may not be able to afford the new hire charges set by schools. This in turn could have an impact on their ability to continue providing community activities.

2.14.2 There is an additional risk that schools may cease offering their premises for hire to voluntary organisations.

2.14.3 These risks are however mitigated by the emphasis placed on schools by government initiatives that promote and encourage schools to work with their local communities such as extended schools and the statutory duty on schools to promote community cohesion. Within this context schools are encouraged to set charging policies that facilitate community organisations' use of school buildings.

2.14.4 During the past few years, consultation has taken place with schools and voluntary organisations on the proposed change: Following the Grant Advisory Panel meeting of 6 July 2006 a letter was sent to all current users of community lettings and grant applicants, explaining the decision. Copy attached at Appendix 1.

2.14.5 A presentation was also made to all Head Teachers on 15 March 2007 at the Head Teachers' and Directors' conference to explain the changes and this was followed up with a letter dated 21 March 2007, a copy of which is attached at Appendix 2.

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

#### Section 4 – Performance Officer Clearance

Name: Liz Defries	<input checked="" type="checkbox"/>	* Divisional Director (Strategy and Improvement)
Date: 8 <sup>th</sup> January 2009		

#### Section 5 – Environmental Impact Officer Clearance

Name:.....Andrew McKenzie...	<input checked="" type="checkbox"/>	* Divisional Director (Environmental Services)
Date: ...8 <sup>th</sup> January 2009.....		

#### Section 6 - Contact Details and Background Papers

**Contact:** Kashmir Takhar, Interim Head of Service, Community Development, 020 8420 9331

##### **Background Papers:**

Appendix 1: Letter to Community Lettings Hirers

Appendix 2: Letter to schools

Appendix 3: List of schools and youth and community centres

Appendix 4: List of organisations

Appendix 5: Equalities Impact Assessment

## Appendix 1

31<sup>st</sup> July 2006

Dear Sir/Madam

### **Re: Education Lettings**

You may be aware that in 2004 Harrow Council conducted a Strategic Review of support to voluntary organisations, which involved extensive consultation with the voluntary sector in Harrow. The intention was to abolish the current education lettings system and bring the support to the voluntary sector provided through this route into the main grants system from 1<sup>st</sup> September 2006.

Under the grants scheme the community groups would hire premises directly from the school or community centre of their choice and apply to Harrow Council for any grant funding required.

However, in implementing the new grants scheme a number of difficulties have been experienced. In some cases the schools have been slow to set their charges or the charges were too high for the community groups or the application process for grants was perceived to be overly complex.

The Grant Advisory Panel on 6<sup>th</sup> July 2006 considered these issues and recommended to delay the transfer of community lettings into the main grants system for the time being. The delay will allow schools and managers of Council premises more time to put in place the necessary administrative systems and hire charges structure for handling applications for letting, and also to allow community groups, not qualifying for a grant under the new strategy, more time to make alternative arrangements.

Furthermore the Council has not reviewed the letting charges for a long time and it is proposed that the concession given against the published rates be reduced from 85% to:

- 70% from 1<sup>st</sup> September 2006
- 60% from 1<sup>st</sup> September 2007
- 50% from 1<sup>st</sup> September 2008

Grants Advisory Panel has also agreed that community groups engaged in religious activities will be made an exception and allow them to continue running their activities during this transition period. i.e. until 31<sup>st</sup> August 2008. It is expected that such organisations will be in a position to make alternative arrangements.

It should be noted that for any new applicants the Education Lettings would be subject to the same grant criteria and qualifying conditions as for the main grant, a copy of which is attached. The existing Education Lettings criteria will apply to all current users.

The application packs for booking your premises for the period 31<sup>st</sup> August 2006 to 31<sup>st</sup> March 2007 will be posted to you within the next few days. Please return the completed forms to the address given as soon as possible.

Due to the budgetary constraints the Community Groups will not be allowed to apply for any more space than what has been used in the period from 1<sup>st</sup> September 2005 – 31<sup>st</sup> August 2006.

I sincerely apologise for any inconvenience caused to your organisation.

Yours faithfully,

Chander Vasdev  
Service manager  
Business Community and Grant Funding

Tel: 020 8420 9249



## Appendix 2

21<sup>st</sup> March 2007

To all Head teachers

Dear Colleague

### Re: School Lettings

Following my presentation at the Head teachers and Directors meeting on 15<sup>th</sup> March, I would like to confirm the following points.

#### Reimbursement rates

Currently the Council pays gas, electricity plus a premium to each school for the hire of the premises. The reimbursement rates vary from school to school. This system is very cumbersome from an administrative point of view. Therefore, it is proposed that with effect from 1<sup>st</sup> April 2007, the reimbursement rates could be rationalised as follows:

- High School                      £35.08/hr (£29.73)
- Other Schools                    £15.49/hr (£13.12)

The figures shown in brackets are the current average rates. The High School rates are higher as their buildings are larger than other schools. I hope that this proposal will be acceptable to all schools.

#### Change to Grants Scheme

It is the Council's intention to abolish the Education Lettings on 31 August 2008 and implement the Grants scheme from 1 September 2008. As you may be aware, school lettings have been heavily subsidised by the Council and Schools for many years and this is no longer a viable option. However, as a huge increase in charges would have resulted in many of the organisations collapsing outright, the Council has been gradually increasing the amount they pay. A copy of the Council's hire rate chart as at 31<sup>st</sup> August 2008 is attached for guidance purposes only. Schools are not expected to subsidise voluntary organisations but schools might consider it kindly and helpful to start with a lower charge in the first year and then start to increase the charges gradually on an annual basis. It is quite likely that some organisations will need to withdraw altogether from hiring school premises if the charges are too high. The timetable for grant applications will be as follows:

- Application packs                1st wk August 2007
- Application return date        28 September 2007
- Grant Panel Meeting            Dec 2007/Jan 2008

As you know under the grant scheme the voluntary organisations will be making their bookings for the hire of the space directly with the schools and that they will need to know the costs for their grant application, **it is therefore imperative that all schools are in a position to quote the charges at the time the organisations are completing their grant applications.** There is a Grant budget in excess of £100,000 for this purpose, which is a generous amount considering the present financial position of the Council.

I hope that I have provided all the relevant information regarding the change to Grants scheme, however should you have any queries please let me know.

Yours sincerely,

Chander Vasdev  
Service Manager  
Community Links & Grant Funding  
Tel: 020 8420 9249  
E-mail: [chander.vasdev@harrow.gov.uk](mailto:chander.vasdev@harrow.gov.uk)

## **Appendix 3: List of schools and youth and community centres**

### **HIGH SCHOOLS**

CANONS HIGH SCHOOL  
Shaldon Road, Edgware, HA8 6AN  
**MANAGES OWN LETS & ACCOMMODATES COMMUNITY LETS**

HARROW HIGH SCHOOL  
Gayton Road, Harrow, HA1 2JG  
**MANAGES OWN LETS & ACCOMMODATES COMMUNITY LETS**

HATCH END HIGH SCHOOL  
Headstone Lane, Harrow, HA3 6NR  
**MANAGES OWN LETS & ACCOMMODATES COMMUNITY LETS**

NOWER HILL HIGH SCHOOL  
George V Ave, Pinner, HA5 5RP  
**MANAGES OWN LETS & ACCOMMODATES COMMUNITY LETS**

ROOKS HEATH HIGH SCHOOL  
Eastcote Lane, S.Harrow, HA2 9AJ  
**MANAGES OWN LETS & ACCOMMODATES COMMUNITY LETS EXCEPT HALL**

WHITMORE HIGH SCHOOL  
Porlock Avenue, Harrow, HA2 0AD  
**MANAGES OWN LETS & ACCOMMODATES COMMUNITY LETS**

HARROW TEACHERS' CENTRE  
Tudor Road, Wealdstone, HA3 5QD  
**MANAGES OWN LETS & ACCOMMODATES COMMUNITY LETS**

### **PRIMARY SCHOOLS**

BELMONT FIRST SCHOOL  
Hibbert Road, Harrow Weald, HA3 7JT  
**ACCOMMODATES COMMUNITY LETS**  
BELMONT MIDDLE SCHOOL  
Hibbert Road, Harrow Weald, HA3 7JT

CANNON LANE FIRST SCHOOL  
Cannonbury Avenue, Pinner, HA5 1TS  
**MANAGES OWN LETS & ACCOMMODATES COMMUNITY LETS**  
CANNON LANE MIDDLE SCHOOL  
Cannonbury Avenue, Pinner, HA5 1TS  
**MANAGES OWN LETS & ACCOMMODATES COMMUNITY LETS**

GRIMSDYKE FIRST & MIDDLE SCHOOL  
Sylvia Avenue, Hatch End, HA5 4QE  
**ACCOMMODATES COMMUNITY LETS**

KENMORE PARK FIRST SCHOOL  
Moorhouse Road, Kenton, HA3 9JA  
[MANAGES COMMUNITY LETS](#)  
KENMORE PARK MIDDLE SCHOOL  
Moorhouse Road, Kenton, HA3 9JA  
[MANAGES COMMUNITY LETS](#)

LONGFIELD FIRST SCHOOL  
Duke's Avenue, N.Harrow, HA2 7NZ  
[ACCOMMODATES COMMUNITY LETS](#)  
LONGFIELD MIDDLE SCHOOL  
Duke's Avenue, N.Harrow, HA2 7NZ  
[ACCOMMODATES COMMUNITY LETS](#)

NEWTON FARM F & M SCHOOL  
Ravenswood Crescent, South Harrow  
[MANAGES OWN LETS & ACCOMMODATES COMMUNITY LETS](#)

PINNER PARK FIRST SCHOOL  
Melbourne Avenue, Pinner, HA5 5TL  
[MANAGES OWN LETS & ACCOMMODATES COMMUNITY LETS](#)

PINNER PARK MIDDLE SCHOOL  
Melbourne Avenue, Pinner, HA5 5TL  
[MANAGES COMMUNITY LETS](#)

PINNER WOOD FIRST SCHOOL  
Latimer Gardens, Pinner, HA5 3RA  
[MANAGES COMMUNITY LETS](#)

PINNER WOOD MIDDLE SCHOOL  
Latimer Gardens, Pinner, HA5 3RA  
[MANAGES OWN LETS & ACCOMMODATES COMMUNITY LETS](#)

PRIESTMEAD FIRST SCHOOL  
Hartford Avenue, Kenton, HA3 8SZ  
[MANAGES OWN LETS & ACCOMMODATES COMMUNITY LETS](#)  
PRIESTMEAD MIDDLE SCHOOL  
Hartford Avenue, Kenton, HA3 8SZ  
[MANAGES OWN LETS & ACCOMMODATES COMMUNITY LETS](#)

ROXBOURNE FIRST SCHOOL  
Torbay Road, Harrow, HA2 9QF  
[MANAGES OWN LETS & ACCOMMODATES COMMUNITY LETS](#)  
ROXBOURNE MIDDLE SCHOOL  
Torbay Road, Harrow, HA2 9QF

STAG LANE FIRST SCHOOL  
Collier Drive, Edgware, HA8 5RU  
[ACCOMMODATES COMMUNITY LETS](#)  
STAG LANE MIDDLE SCHOOL  
Collier Drive, Edgware, HA8 5RU  
[ACCOMMODATES COMMUNITY LETS](#)

STANBURN FIRST SCHOOL  
Abercorn Road, Stanmore, HA7 2PJ  
**MANAGES OWN LETS & ACCOMMODATES COMMUNITY LETS**  
STANBURN MIDDLE SCHOOL  
Abercorn Road, Stanmore, HA7 2PJ  
**MANAGES OWN LETS & ACCOMMODATES COMMUNITY LETS**

VAUGHAN F& M SCHOOL  
Vaughan Road, West Harrow, HA1 4EL  
**MANAGES COMMUNITY LETS**

WELLDON PARK MIDDLE SCHOOL  
Wyvenhoe Road, S.Harrow, HA2 8LS  
**MANAGES OWN LETS & ACCOMMODATES COMMUNITY LETS**

SHAFTESBURY HIGH SCHOOL  
Headstone Lane, Harrow, HA3 6LE  
**MANAGES OWN LETS & ACCOMMODATES COMMUNITY LETS**

## **YOUTH & COMMUNITY CENTRES**

CEDARS YOUTH CENTRE  
Chicheley Gardens, Harrow Weald,  
HA3 6QH  
**MANAGES OWN LETS & ACCOMMODATES COMMUNITY LETS**

WEALDSTONE YOUTH CENTRE  
Grant Road, Wealdstone, Harrow,  
HA3 7SB  
**MANAGES OWN LETS & ACCOMMODATES COMMUNITY LETS**

PINNER YOUTH CENTRE  
Chapel Lane Car Park, Pinner,  
HA5 1AA  
**MANAGES OWN LETS & ACCOMMODATES COMMUNITY LETS**

## Appendix 4: List of organisations

Organisation Name	School Name	BME Group	Religious Activities	Other council support – 2008/09	Charge to Service Users
Harrow Folk Dance Club	Belmont First				YES
KidsKlubb	Belmont First				YES
Rachana	Belmont First	YES			YES
Harrow Iranian Community Association	Belmont Middle	YES		£5,500 from main grants programme, and free individual office accommodation at the Community Premises	YES
Association of Tamil School Hendon	Canons High	YES			NO
Canons Gujarati School	Canons High	YES			YES
Hindu Swayamsevak Sangh (UK)	Canons High	YES	?		? no current booking form
Young Jains	Canons High	YES	YES		YES
Pinner United FC	Cannon Lane				NO
Hatch End Horticultural Society	Grimsdyke				NO
Kol Chai Hatch End Jewish Community	Grimsdyke		YES		NO
Carers Support Harrow	Harrow High				NO
Harrow Bengalee Association	Harrow High	YES		£2,729 from main grants programme, and free designated desk accommodation at the Community Premises	NO
Islamic & Cultural Society of Harrow	Harrow High	YES		£1,020 from main grants programme	NO
Middlesex Tamil Academy	Harrow High	YES			NO
Pakistan Society of Harrow	Harrow High	YES		£6,775 from main grants programme, and free designated desk accommodation at the Community Premises	NO
Pakistan Womens Association	Harrow High	YES			NO
Samanvaya Parivar London Ltd	Harrow High	YES			NO
Amici Chamber Choir	Hatch End				NO
Parkfield Youth F.C	Hatch End				
Universal Pentecostal Church	Kenmore Park First		YES		NO
KPS Gujarat School LTD	Kenmore Park Middle	YES			YES
Dar Al Salam School	Kenmore Park Middle	YES			YES
Moorhouse Saturday School	Kenmore Park Middle				YES
The Furqan Academy	Kenmore Park Middle	YES	YES		Voluntary Contribution
Harrow Speld	Longfield First				Voluntary Contribution

Academy of Punjabi Heritage	Longfield Middle	YES			YES
Elmfield Church	Longfield Middle		YES		YES
North Harrow (evening) Townswomen's Guild	Longfield Middle				NO
Greek Parents Association	Nower Hill				NO
Harrow Islamic Society	Nower Hill	YES	YES		YES
7th Stanmore Brownies Guides	Park High				NO
Harrow Zoroastrian Group	Pinner Centre	YES	YES		YES
Pinner Centre Pre School	Pinner Centre				YES
The Pinner Association of Churches	Pinner Centre		YES		NO
Harrow Gingerbread	Pinner Centre			£1,530 from main grants programme	YES
Pinner Association	Pinner Centre				YES
Jim Wilson Karate	Pinner Park Middle				YES
Hatch End Scottish Country Dance Association	Pinner Wood Middle				YES
Triveni Sangam Yoga For Health	Priestmead First	YES			YES
9th Kenton Scout Group	Priestmead First				YES
Afghan Association of London	Rooks Heath	YES		£1,540 from main grants programme	NO
Newton Park Horticultural Society	Rooks Heath				NO
Roxbourne Evening Townswomens Guild	Roxbourne				NO
Kids Can Achieve	Shaftesbury			£10,000 from main grants programme	NO
Lawrence Tae Kwon Do	Stag Lane Middle				NO
Harrow Tae Kwon Do	Stanburn First				NO
Sai School	Stanburn First	YES			NO
North London Revival Fellowship	Stanburn Middle		YES		NO
Pakistan Society of Harrow	Teachers Centre	YES		£6,775 from main grants programme, and free designated desk accommodation at the Community Premises	? No current booking form
Pakistan Women's Association Harrow	Teachers Centre	YES			NO
West Harrow Allotment & Garden Association	Vaughan				NO
El-Iman Arabic School	Welldon Park Middle	YES			YES
Tamil Kalvi Koodam	Welldon Park Middle	YES			YES
Harrow Chinese School	Whitmore	YES			YES

Harrow Tamil School Association	Whitmore	YES			YES
Qing Hua Chinese School	Whitmore	YES			YES
West Harrow Gujarati School	Whitmore	YES			YES





**Appendix 5: Equalities Impact Assessment**

Directorate	Community and Environment		Section	Community and Cultural Services	
1 Name of the function/ policy to be assessed	Transfer of management of school-based community lettings to schools.	2 Date of Assessment	5/1/09	3 Is this a new or existing function/policy?	New
4 Briefly describe the aims, objectives and purpose of the function/policy	To transfer the council-operated community lettings booking process to schools.				
5 Are there any associated objectives of the function/policy? Please explain	To follow through the implementation of the change to Community Lettings that was agreed by Cabinet in 2004.				
6 Who is intended to benefit from the function/policy and in what way?	The policy will enable schools to directly manage community lettings. The policy will enable the Council to implement a previously agreed policy decision that aims to remove an anomaly in the way that the council provides support to the voluntary sector that lacks transparency and is inconsistent with grant criteria.				
7 What outcomes are wanted from this function/policy?	To ensure that council support for the voluntary and community sector is consistent and transparent. Allow schools direct management of community lettings.				
8 What factors/forces could contribute/detract from the outcomes?					

9 Who are the main stakeholders in relation to the function/policy?	Voluntary and community sector organisations and schools.		10 Who implements the function/policy and who is responsible for the function/policy?	Policy is currently implemented by the Council's Grants team. The proposal is to transfer management to schools.		
11 What data or other existing evidence have you used to assess whether the function/policy might have a differential impact? (please continue on a separate piece paper if necessary)	An analysis of current hirers shows that of the 60 organisations hiring school premises on a regular basis, 50% are BME-led organisations.					
12 Has the data or other evidence raised concerns that the function/policy might have a differential impact? If so in what area (please circle)?	Race  No	Gender  No	Disability  No	Other  No	(If other please specify)	
13 What are the concerns? (please continue on a separate piece paper)	The policy will impact all groups currently hiring school premises through the council system.					
14 Does the differential impact amount to adverse impact i.e. could it be discriminatory, directly or indirectly?	NO	15 If yes, can the adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?		N/A		

<p>16 Have you considered ways in which the adverse impact might be reduced or eliminated?</p>	<p>All voluntary organisations hiring school premises through the Council system will be affected. There are however, a number of government initiatives that encourage schools to work with community organisations and allow use of school buildings outside of core hours.</p>		
<p>17 How have you made sure you have consulted with the relevant groups and service users from  a) Ethnic Minorities?  b) Disabled people?  c) Men and women generally?</p>	<p>A MORI survey of voluntary organisations was conducted in 2006 and all current hirers were notified in July 2006 that the policy change would be effective as of March 2007.  A consultation undertaken in July 2008 with the voluntary sector as part of the scrutiny review highlighted that there were ongoing concerns and uncertainty about community lettings.</p>		
<p>18. Please give details of the relevant service users, groups and experts you are approaching for their views on the issues</p>	<p>The Voluntary Sector Adviser, to the Grants Panel is aware of the current proposal. Briefing meetings are held prior to each Grants Panel, a meeting has been scheduled for Friday 16<sup>th</sup> January 2009.</p>		
<p>19 How will the views of these groups be obtained?  (Please tick)</p>	<p>Letter <input type="checkbox"/>  Meetings <input checked="" type="checkbox"/>  Interviews <input type="checkbox"/>  Telephone <input type="checkbox"/>  Workshops <input type="checkbox"/>  For a Questionnaires <input type="checkbox"/>  Other <input type="checkbox"/></p>	<p>20 Please give the date when each group/expert was contacted</p>	<p>The Voluntary Sector Adviser is a non-voting member of the Grants Advisory Panel and attends all meetings.</p>

<p>21 Please explain in detail the views of the relevant groups/experts on the issues involved. (Please use a separate sheet if necessary)</p>	<p>It is the view of the Voluntary Sector Adviser that an Equalities Impact Assessment should be undertaken.</p>
<p>22 Taking into account the views of the groups/experts, please clearly state what changes if any you will make, including the ways in which you will make the function/policy accessible to all service users, or if not able to do so, the areas and level of risk (Please continue on a separate sheet if necessary)</p>	<p>An Equalities Impact Assessment has been undertaken to address the concerns raised.</p>

<p>23 Please describe how you intend to monitor the effect this function/policy has on different minority groups (Please continue on a separate sheet if necessary)</p>	<p>It is not possible to monitor the effect of this policy on different minority groups as each voluntary sector organisation is an independent body and is under no obligation to the council to provide monitoring returns on the effect of this policy.</p>		
<p>24 If any elements of your function/policy are provided by third parties please state, what arrangements you have in place to ensure that to ensure that the Council's equal opportunities criteria are met</p>	<p>The policy is delivered by the council.</p>		
<p>25 Please list any performance targets relating to equality that your function/policy includes, and any plans for new targets (Please continue on a separate sheet if necessary)</p>	<p>The policy does not relate to any performance targets relating to equality.</p>		
<p>26 How will you publish the results of this Impact assessment?</p>	<p>The impact assessment will be published as part of the Grants Advisory Panel committee papers.</p>	<p>27 Date of next assessment</p>	<p>December 2009</p>

Signed:  
**NAME:** Kashmir Takhar  
**Completing officer**

Date: 12<sup>th</sup> January 2009

Signed:  
**NAME:** Javed Khan  
**Lead Officer**

Date: 12<sup>th</sup> January 2009