

Meeting:	Grants Advisory Panel
Date:	19 <sup>th</sup> November 2009
Subject:	Monitoring of Grant Funding Received in 2008/09
Key Decision: (Executive-side only)	No
Responsible Officer:	Brendon Hills – Corporate Director (Community & Environment)
Portfolio Holder:	Councillor Jean Lammiman – Portfolio Holder for Community and Cultural Services
Exempt:	No
Enclosures:	Appendix 1 – List of Voluntary Organisations funded in 2008/09 (Organisations that have returned the monitoring forms).  Appendix 2 – Table summary of Officers Comments.

## **SECTION 1 – SUMMARY AND RECOMMENDATIONS**

This report provides an update on the individual performance of voluntary and community organisations in receipt of grant funding in 2008/09, through a process of monitoring.

### **RECOMMENDATIONS:**

The Panel is requested to note and/or recommend to the Portfolio Holder for Community and Cultural Services as appropriate:

1. The Officers' comments relating to the monitoring of all voluntary groups in receipt of funding in 2008/09, as detailed in Appendix 2 of this report;
2. Grant awards be withheld from grant recipients that have provided insufficient information of how the grant was used, for the next year only (as set out in paragraph 2.3.3.)
3. The monitoring of grant agreements is carried out in the year that the grant is awarded (as set out in paragraph 2.4.2)
4. For 2009/10, current grant recipients be required to submit a self-monitoring report at the end of the financial year (paragraph 2.4.2).

### **REASON:**

1. To provide the Grants Advisory Panel useful background information in advance of considering new grant applications for 2010/11, and to allow them to consider any important issues arising out of the individual monitoring reports at an early stage
2. To ensure better value for money and greater accountability of council resources.

## **SECTION 2 – REPORT**

### **2.1 Introductory Paragraph**

2.1.1 The Grants Advisory Panel at its meeting on 6<sup>th</sup> July 2006 recommended that the Grants Team produce an annual monitoring report on grant funded organisations, which will provide useful background information in advance of considering new grant applications for the following year. It will also inform Members about the services/activities delivered by funded voluntary organisations during the year.

### **2.2 Background**

2.2.1 A report was presented to the Grants Advisory Panel at its meeting on 2<sup>nd</sup> July 2009 proposing changes to the way the Panel receive monitoring information in the future. It was agreed that monitoring information would be circulated to Panel members via internal post in manageable batches prior to this GAP meeting on 19<sup>th</sup> November.

2.2.2 It was also agreed that any issues or concerns raised during the monitoring process would be included within the individual draft grant reports to be presented to the informal

Grants Advisory Panel meeting in January 2010, to enable Panel members to make recommendations on grant allocations based on all available information.

## **2.3 Options considered**

2.3.1 Monitoring of groups funded in 2008/09 commenced in July 2009. The relevant monitoring form was sent on 6<sup>th</sup> July 2009 to all voluntary organisations in receipt of funding in 2008/09 (64 in total: 13 on service level agreements and 51 in receipt of funding below £10,000). These are listed in appendix 1 of this report. The deadline given for return of completed monitoring forms was 22<sup>nd</sup> July 2009.

2.3.2 Of the 64 organisations listed in Appendix 1, the following have still not returned their completed monitoring forms despite reminder letters sent to them on 10<sup>th</sup> August and 7<sup>th</sup> October:

Harrow Weald Common Conservators;  
Islamic and Cultural Society of Harrow;  
Multiple Sclerosis Society – Harrow Branch.

2.3.3 It is therefore recommended that grant awards for 2010/11 be withheld from the following:

1. The above organisations
2. Those who provided insufficient evidence (as set out in appendix 2)

2.3.4 In addition to receipt of completed self-monitoring forms, monitoring meetings were held with the following organisations, for the purpose of clarifying outstanding issues and information:

Harrow Association of Disabled People (HAD);  
Harrow Association of Somali Voluntary Organisations (HASVO);  
Harrow Association of Voluntary Service (HAVS);  
Harrow Sports Council;  
Welldon Activity Group.

2.3.5 Officers have checked all the monitoring forms received, and brief officer comments have been provided based on the information received from the organisations. These are highlighted in Appendix 2 of this report.

2.3.6 Copies of all monitoring forms received, together with a schedule of officer comments, have been circulated in small batches to GAP members via the internal mail.

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

2.4.1 The panel should note that some organisations have failed to comply with the terms and conditions of their grant agreement and to submit supporting evidence as requested. As monitoring currently takes place six months after the grant agreement has expired the council has no leverage to terminate contracts or withhold funding, particularly if the organisation is no longer a grant recipient.

2.4.2 With this in mind, it is recommended that:

1. Monitoring is undertaken within the year that the grant is awarded from 2010/11

2. For 2009/10, current grant recipients be required to submit a self-monitoring report at the end of the financial year
3. In the event of a breach of terms and conditions relating to monitoring, the grant agreement will be terminated or instalments withheld, where appropriate.

### 3. Implications of the recommendation

#### 3.1 Legal comments

Organisations that do not comply with the terms and conditions of their grant agreement are in breach of contract. As the current monitoring arrangement is carried out once the grant agreement has expired, the council has no leverage to terminate the contract or withhold funding. Therefore, if the recommendations set out in paragraphs 2.3.3 and 2.4.2 are approved, this will ensure greater accountability, compliance and value for money.

- 3.1.1 Legal advice will be taken to ensure that existing terms and conditions allow for the recommendations in paragraph 2.4.2 to be implemented. If not, changes will be made to the agreements.

#### 3.2 Financial Implications

- 3.2.1 There is a risk of under spending or misuse of council resources under the current monitoring arrangements, as grant agreements are not monitored until the contract has expired. Therefore, if the recommendations set out in paragraphs 2.3.3 and 2.4.2 are approved this will ensure greater accountability and value for money.

## SECTION 3 - STATUTORY OFFICER CLEARANCE

<b>Name:</b> Narinder Heer  <b>Date:</b> 11 November 2009	<input checked="" type="checkbox"/> on behalf of the Chief Financial Officer
<b>Name:</b> George Curran  <b>Date:</b> 11 November 2009	<input checked="" type="checkbox"/> on behalf of the Monitoring Officer

## SECTION 4 - CONTACT DETAILS AND BACKGROUND PAPERS

**Contact:** Audrey Salmon, Interim Service Manager, Community & Cultural services (ext. 5332);  
 Parveen Vasdev, Principal Grants Officer (ext. 7625);  
 Charlotte Clark, Senior Grants Officer (ext. 2335)

**Further Background Papers:** Available on request from the Grants Team.

## Appendix 1

### LIST OF VOLUNTARY ORGANISATIONS THAT HAVE COMPLETED AND RETURNED THE RELEVANT MONITORING FORM, FOR SERVICES PROVIDED IN 2008/09:

#### **Service Level Agreements (Organisations in receipt of funding in excess of £10,000):**

Harrow Association of Disabled People (HAD)  
Harrow Association of Somali Voluntary Organisations (HASVO)  
Harrow Association of Voluntary Service (HAVS) – includes HAVS Trans-Age Project  
Harrow Citizens Advice Bureau  
Harrow Shopmobility  
Harrow Sports Council  
Harrow Women's Centre  
Hestia Housing & Support (formerly Women's Aid Harrow)  
Ignite Trust  
Relate London North West  
Victim Support Harrow  
Welldon Activity Group

#### **Organisations in receipt of funding below £10,000:**

ADHD Support Group  
Afghan Association  
Angolan Civic Communities Alliance  
Ashiana  
Asian Elderly Group  
Association of Senior Muslim Citizens  
Bentley Priory Nature Reserve  
Carramea  
Community Link Up  
Girlguiding Middlesex North West  
Harrow African Caribbean Association (HACAS)  
Harrow Agenda 21 Environmental Forum  
Harrow Anti-Racist Alliance  
Harrow Bangladeshi Association  
Harrow Bengalee Association  
Harrow Bereavement Care  
Harrow Community Transport  
Harrow Emerald Circle  
Harrow Gingerbread  
Harrow Heritage Trust  
Harrow in Europe  
Harrow Home Start  
Harrow in Leaf  
Harrow Iranian Community Association  
Harrow Mencap  
Harrow Over 50's Club  
Harrow Pensioners Action Group  
Harrow Pre-School Learning Alliance  
Harrow Public Transport Users Association

Harrow Refugee Forum  
Harrow Somali Women's Action Group  
Harrow Tamil Association  
Headway North West London  
Kids Can Achieve  
KSIM Senior Citizens Association  
London Kalibari  
Middlesex Association for the Blind  
Mind in Harrow  
National Autistic Society – Harrow Branch  
Pakistan Society of Harrow  
Parkinsons Disease Society  
Persian Senior Citizens Club  
Russian Immigrants Association  
Sangat Advice Centre  
Special Connection  
UK Asian Women's Conference  
Wealdstone Active Community  
Whittlesea Life Skills Association

APPENDIX 2

BATCH 1 – Sent to GAP members on 30<sup>th</sup> October 2009

**SCHEDULE OF MONITORING REPORTS RECEIVED FROM FUNDED GROUPS IN 2008/09**

NAME OF ORGANISATION	FUNDING RECEIVED	OFFICER COMMENTS
<b>SERVICE LEVEL AGREEMENTS:</b>		
Harrow Citizens Advice Bureau	£102,554	All OK. Relevant evidence submitted or seen.
Victim Support Harrow	£16,452	All OK. Relevant evidence submitted or seen.
Harrow Women's Centre	£58,029	All OK. Relevant evidence submitted or seen.
Harrow & Wealdstone Shopmobility	£14,861	All OK. Relevant evidence submitted or seen.
Hestia Housing & Support – Women's Aid Harrow	£30,600	All OK. Relevant evidence submitted.
Ignite Trust	£10,200	All relevant evidence submitted. Volunteer Policy currently being written and will be available after the next trustees meeting on 9 <sup>th</sup> Nov 2009. Ethnic breakdown attached separately.
Relate London North West	£23,649	All OK. All evidence previously submitted or seen at previous monitoring meeting. All outcomes exceed targets set in SLA.
<b>ORGANISATIONS IN RECEIPT OF FUNDING BELOW £10,000</b>		
Homestart Harrow	£5,000	All OK. Relevant evidence submitted.
Harrow Anti-Racist Alliance	£3,750	Relevant evidence submitted.
ADHD Support Group	£8,910	Relevant evidence submitted.
Ashiana Trust Limited	£3,060	All OK. Relevant evidence submitted on 9/11/09.
Harrow Gingerbread	£1,530	Relevant evidence submitted. Breakdown of budget attached separately.
Harrow Agenda 21 Environmental Forum	£5,730	Relevant evidence submitted. <b>PLEASE NOTE:</b> Underspend of £2,863 in Part 7a page 11.
Asian Elderly Group (Harrow)	£5,500	Insufficient public liability insurance (should be £5 million). No trained First Aider. Risk assessments not carried out. No POVA or CRB checks.
Girlguiding – Middlesex North West	£2,000	Part 3b – does not address ethnic minorities. Accounts to 31.12.08 not received. Not all evidence submitted. See CRB checks letter attached with the form.

**SCHEDULE OF MONITORING REPORTS RECEIVED FROM FUNDED GROUPS IN 2008/09**

NAME OF ORGANISATION	FUNDING RECEIVED	OFFICER COMMENTS
<b>SERVICE LEVEL AGREEMENTS</b>		
Harrow Association of Disabled People	£45,918	All relevant evidence submitted. No concerns.
Welldon Activity Group	£22,593	All relevant evidence submitted or seen at meeting on 28 <sup>th</sup> Oct 2009. No concerns.
<b>ORGANISATIONS IN RECEIPT OF FUNDING BELOW £10,000</b>		
Harrow Bengalee Association	£2,729	Relevant evidence submitted.
Mind in Harrow	£7,722	Relevant evidence submitted. No concerns
Harrow Mencap	£8,000	Relevant evidence submitted or seen at meeting on 23 <sup>rd</sup> Oct 2009.
Bentley Priory Nature Reserve	£3,500	Adequate evidence and information submitted.
Harrow Pensioners Action Group	£500	Organisation no longer exists. See final accounts attached to form.
Persian Senior Citizens Club	£500	No evidence submitted apart from invoices (for use of Victoria Hall) and income & expenditure Accounts for 2008/09.
Harrow African-Caribbean Association	£6,732	Relevant evidence submitted. <b>Please note:</b> Part 2a – grant awarded was not for dance school activities.
Parkinson's Disease Society (Harrow Branch)	£2,500	No breakdown of ethnicity for service users. Otherwise all OK.
Harrow Public Transport Users' Association	£360	See letter attached with monitoring form.
National Autistic Society Harrow (NASH)	£1,683	No ethnicity breakdown for management committee members and volunteers. Otherwise all relevant documents submitted (including correct insurance policies).
Harrow Community Transport	£8,840	Awaiting accounts for 2008/09. No ethnicity breakdown of service users, Requested copy of PL insurance in email dated 29 <sup>th</sup> Oct.
Harrow Heritage Trust	£8,100	Organisation do not ask volunteers for ethnic origin info. Volunteer figures are approximate. Do not record number of service users as it is public spaces. Awaiting copy of PL insurance.
Harrow in Leaf	£1,500	No exact figures kept of volunteers/service users.



**SCHEDULE OF MONITORING REPORTS RECEIVED FROM FUNDED GROUPS IN 2008/09**

NAME OF ORGANISATION	FUNDING RECEIVED	OFFICER COMMENTS
<b>SERVICE LEVEL AGREEMENTS</b>		
Harrow Association of Somali Voluntary Organisations (HASVO)	£13,200	See observations/suggestions attached with monitoring form.
Harrow Sports Council	£27,540	Officer met with HSC on 29 <sup>th</sup> Oct. Asked for full list of targets and outcomes, samples of monitoring information from Clubs and individuals, sample of completed application form from Clubs was requested (not received as at 6 <sup>th</sup> Nov 2009). The balance given in their accounts as at 31 <sup>st</sup> March 2009 is £15,160.
<b>ORGANISATIONS IN RECEIPT OF FUNDING BELOW £10,000</b>		
CARRAMEA	£2,400	All relevant evidence submitted.
Russian Immigrants Association	£1,000	All relevant evidence submitted.
Pre-School Learning Alliance (Harrow)	£5,000	All relevant evidence submitted.
Whittlesea Life Skills Association	£3,900	Relevant monitoring evidence submitted. Part 7a – <b>PLEASE NOTE</b> underspend of £1,008 in 2008/09.
Association of Senior Muslim Citizens	£2,040	Most of monitoring evidence submitted. Awaiting copy of public liability insurance.
Harrow in Europe	£5,100	No risk assessments carried out for visits. Awaiting evidence of public liability insurance. All other relevant monitoring evidence submitted.
Afghan Association of London (Harrow)	£1,540	Relevant monitoring evidence submitted. Part 7d – not answered. Part 9c – no amounts entered for insurance (this has been requested).
Harrow Bereavement Care	£9,500	Not all monitoring evidence received. HBC do not carry out risk assessments before home visits. See email communication attached with form.
Harrow Somali Women's Action Group	£5,100	No monitoring evidence submitted (although all boxes ticked under "evidence checklist"). This has been requested, including evidence of public liability insurance.
KSIM Senior Citizens Association	£2,387	Part 3a – no breakdown of gender. Volunteers working with vulnerable adults without CRB checks. Have requested information regarding insurance for vehicle. Monitoring form refers to "religious" elements.
Kids Can Achieve	£10,000	Awaiting monitoring evidence which has been requested. Part 3a – no ethnicity breakdown for volunteers and service users.

<b>London Kalibari</b>	£1,530	Part 6b,c, and d not answered. Part 9b – risk assessments not carried out for activities at different venues. Regarding insurance, please see explanation given in Part 9c.
<b>Emerald Circle Club</b>	£1,000	No monitoring evidence submitted. No CRB checks, no risk assessments for activities and outings. No public liability insurance. Letter sent on 19 <sup>th</sup> Oct requesting these. To date, nothing received.

**SCHEDULE OF MONITORING REPORTS RECEIVED FROM FUNDED GROUPS IN 2008/09**

<b>NAME OF ORGANISATION</b>	<b>FUNDING RECEIVED</b>	<b>OFFICER COMMENTS</b>
<b>ORGANISATIONS IN RECEIPT OF FUNDING BELOW £10,000</b>		
<b>Headway North West London (HNWL)</b>	£5,200	All relevant evidence submitted.
<b>Community Link Up</b>	£5,650	All outstanding queries followed up on 11/11/09. Adequate monitoring evidence submitted.
<b>Sangat Advice Centre</b>	£10,000	Part 7b not fully completed. Awaiting response to email sent on 10/11/09 regarding PL insurance. Otherwise all relevant monitoring evidence submitted.
<b>Harrow Over 50's Club</b>	£2,000	Part 7d not answered. Otherwise all relevant monitoring evidence submitted.
<b>Pakistan Society of Harrow</b>	£6,775	Part 4d – no complaints policy. Otherwise all relevant monitoring evidence submitted.
<b>Middlesex Association for the Blind</b>	£6,800	Part 9a not answered. Part 9d – answered “YES”, but no explanation of the procedure followed. Annual report available soon (Nov). Otherwise all other monitoring evidence submitted.
<b>Harrow Bangladeshi Association</b>	£1,900	Equal Opportunities statement is limited to language and culture. Awaiting confirmation regarding CRB checks. Otherwise adequate monitoring evidence submitted.
<b>Harrow Tamil Association</b>	£2,040	Risk assessments not carried out for their activities. Otherwise, all OK. Adequate monitoring evidence submitted.
<b>Special Connection</b>	£1,000	Given the nature of project, no ethnicity or gender breakdown provided. Part 5a & b – insufficient answer. Adequate monitoring evidence submitted.
<b>Wealdstone Active Community</b>	£1,200	No ethnicity breakdown of MC members. Part 6c not answered. Part 7a not completed (stated “NONE” under total funding received). Part 7b & d not answered. Form not signed.
<b>UK Asian Women's Conference ((North London)</b>	£1,200	Outstanding monitoring evidence requested on 11/11/09 (annual report, agenda and minutes of last 2 MC meetings plus AGM). Risk assessments not carried out for their activities, such as day trips/outings.

<b>The Harrow Refugee (and Minorities) Forum</b>	£7,000	Part 3a no breakdown of volunteers or service users. Part 7d not answered. Email sent on 21/10/09.
<b>Harrow Iranian Community Association</b>	£5,500	Service user's gender not recorded. Part 6e not complete. Part 6f – no reference to recommendations made last year (2007/08). No risk assessments carried out. Not all monitoring evidence submitted. All requested on 11/11/09.
<b>Angolan Civic Communities Alliance (ACCA)</b>	£4,000	Part 7d not answered. No evidence submitted, although requested on 3/11/09. Form not signed.