

## GRANTS ADVISORY PANEL

19 NOVEMBER 2009

- Chairman: \* Councillor Jean Lammiman
- Councillors: \* Ms Nana Asante \* Mrs Myra Michael  
\* Don Billson \* Joyce Nickolay  
\* Nizam Ismail (1) \* Mrs Rekha Shah  
\* Manji Kara (1) \* Mrs Sasi Suresh  
\* Ashok Kulkarni
- Adviser: \* Mike Coker, Representative, Voluntary and Community Sector Representative

- \* Denotes Member present  
(1) Denotes category of Reserve Member

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Monitoring of Grant Funding Received in 2008/09**

The Panel received a report of the Corporate Director Community and Environment, which provided an update on the individual performance of voluntary and community organisations in receipt of grant funding in 2008/09. An officer highlighted the organisations that had provided insufficient monitoring information.

In response to a question by a Member, an officer advised that having Public Liability Insurance was a necessary requirement for any organisation applying for funding. The Panel were requested to withhold grants for the organisations that had not yet supplied the necessary monitoring information for grant applications for 2010/11 financial year. The Adviser to the Panel suggested that officers contact the organisations with a final deadline and inform them of the consequences of not complying with requirements. Members stated that the organisations should be advised that the grant would be released upon receipt of the necessary information.

Having considered the length of time the organisations had been given to submit monitoring information, the Panel decided to extend the deadline to 31 December 2009. Members were of the view that a further report was required where there was a breach of terms and conditions relating to monitoring exercises.

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

That (1) organisations be given until 31 December 2009 to provide the relevant information required, and that they be advised that failure to do so would result in the grant being withheld;

(2) the monitoring of grant agreements be carried out in the year the grant was awarded;

(3) for 2009/10, current grant recipients be required to submit a self-monitoring report at the end of the financial year.

(4) a further report be submitted to the Panel in relation to the actions to be taken in instances where there was a breach of the terms and conditions relating to monitoring.

**Reason for Recommendation:** To allow consideration of new grant applications for 2010/11 and important issues arising out of the individual monitoring reports at an early stage. To ensure better value for money and greater accountability of Council resources.

(See Minute 200)

**RECOMMENDATION 2 - Application to the Edward Harvist Trust**

An officer introduced a report of the Corporate Director Community and Environment and stated that 25 organisations had submitted their applications before the deadline and 2 applications were received after the closing date. A sum of £40,566 was requested, which, if allocated, would exceed the current balance of the Fund by £22,598. Referring to paragraph 2.4.5 of the report, the officer requested that the Panel either reduce the grant requests by approximately 13%, or propose a different

approach which would enable the grants to be distributed fairly without exceeding the Fund's limit.

In response to questions, the officer confirmed that it was possible to carry over funds to the next grant round. Funds did not have to be spent within the year they had been allocated. A Member stated that for the next grants round the organisations that have been unsuccessful during this round could be asked to re-submit their application. The Chairman stated that this would be good in principle, and added that organisations could re-submit their application whilst providing any additional information. A Member suggested that the organisations be asked to update pertinent information, such as bank account details.

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

That (1) to award a grant to those organisations that were recommended for funding in appendices 1 and 2;

(2) to reduce the grants requested by these organisations by approximately 13%, as per the amounts recommended in appendices 1 and 2.

**Reason for Recommendation:** To enable the distribution of Edward Harvist Trust monies held by Harrow to Local voluntary organisations, to deliver services to their members and users.

(See Minute 198)

**RECOMMENDATION 3 - Community Lettings Action Plan**

An officer introduced a report of the Corporate Director, Community and Environment, which responded to a request from the Overview and Scrutiny Committee to formulate an action plan with a view to improving the Council's community lettings system.

The officer stated that the action plan had been divided into three strands:

- Strand One: Review and Improve Current Process;
- Strand Two: Consultation and Engagement;
- Strand Three: Communication and Implementation.

A Member stated that the plan was helpful but did not include a comparison between Primary and Secondary schools. The Officer stated that all schools would be contacted throughout the review. The Adviser to the Panel stated that the monitoring process should be kept as simple as possible. The Chairman added that the Community Lettings Action Plan should be in plain English to ensure that it was user-friendly, and that the plan would need to be looked at before it was sent out.

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

That (1) the proposed Community Lettings Action Plan be approved;

(2) a further report be provided to the Panel in June 2010.

**Reason for Recommendation:** To implement a plan of action to ensure that improvements to community lettings are undertaken and monitored.

(See Minute 199)

**PART II - MINUTES**

194. **Attendance by Reserve Members:**

**RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:-

Ordinary Member

Councillor Asad Omar  
Councillor Golam Chowdhury

Reserve Member

Councillor Nizam Ismail  
Councillor Manji Kara

195. **Declarations of Interest:**

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

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
7. Applications to the Edward Harvist Trust.	) Councillor Nana Asante	Councillor Ms Nana Asante declared personal interests in the following organisations: Afghan Association of London (Harrow), Age Concern, Community Link Up, Kids Can Achieve, Harrow Citizens Advice Bureau, Harrow In leaf, Harrow In Europe, Harrow Bereavement Care, Harrow Association of Voluntary Service, Harrow Gingerbread, London Kalibari, Harrow African-Caribbean Association (HACAS), Home Response, Pakistan Women's Association of Harrow. Accordingly, she remained in the room for the discussion and decision-making on these items.
9. Monitoring of Grant Funding Received in 2008/09	) Councillor Nizam Ismail	Councillor Nizam Ismail declared a personal interest in that he was Chairman of Harrow Muslim Council. Accordingly, he remained in the room for the discussion and decision-making on these items.
	) Councillor Manji Kara	Councillor Manji Kara declared a personal interest in Harrow Public Users Association and Bentley Priory Nature Reserve. Accordingly, he remained in the room for the discussion and decision-making on these items.
	) Councillor Jean Lammiman	Councillor Jean Lammiman declared a personal interest in Harrow Young Musicians, Harrow Association of Disabled People, Harrow Association of Voluntary Service, Harrow In Europe, Relate North West London. Accordingly, she remained in the room for the discussion and decision-making on these items.
	) Councillor Mrs Myra Michael	Councillor Mrs Myra Michael declared a personal interest in Harrow In Europe. Accordingly, she remained in the room for the discussion and decision-making on the items.
	) Councillor Joyce Nickolay	Councillor Joyce Nickolay declared a personal interest in Bentley Priory Nature Reserve, Harrow In Europe, Harrow Association of Voluntary Service and Wheels In Activity. Accordingly, she remained in the room for the discussion and decision-making on these items.

196. **Minutes:**
- RESOLVED:** That the minutes of the meeting held on 8 September 2009, be taken as read and signed as a correct record subject to the following amendments:
- Minute 191, Grants Advisory Meeting 4 March 2009:  
The wording in the last paragraph to read as follows: "A Member referred to the application from Age Concern. The Legal Officer was asked to follow up the report, and undertook to find out the reasons why Age Concern could not continue to be funded."
197. **Public Questions, Petitions and Deputations:**
- RESOLVED:** To note that no public questions, petitions or deputations were received at this meeting were under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).
198. **Applications to the Edward Harvist Trust:**  
See Recommendation 2
199. **Community Lettings Action Plan:**  
Further to Recommendation 3, the Panel noted the report.
- RESOLVED:** That (1) the proposed Community Lettings Action Plan be approved;  
(2) a further report be provided to the Panel in June 2010.
200. **Monitoring of Grant Funding Received in 2008/09:**  
Further to Recommendation 1, the Panel noted the report.
- RESOLVED:** That officers' comments relating to the monitoring of all voluntary groups in receipt of funding in 2008/09, set out at Appendix 2 to the report, be noted.
201. **Any Other Urgent Business:**
- (1) **Harrow Pensioners Action Association:**  
A Member mentioned that the Harrow Pensioners Action Association had been wound up, and enquired how their grant of £1,886.00 had been spent.
- RESOLVED:** That a report be submitted to a future meeting of the Panel.
- (2) **Date of Next Meeting:**  
Members discussed the dates of future Grants Advisory Panel meetings. It was agreed by Members that on 18 January 2010 would be an informal working party, and that decisions would take place on 3 March 2010. An officer advised that the first stage of the application process for the next grant round had commenced, and that the applications were being assessed in themes and could be presented to the Grants Advisory Panel in this way. Members agreed that this would be the most practical approach and agreed to receive the applications in themes.
- RESOLVED:** To note that the Grants Advisory Panel meet informally on 18 January 2010.
- (Note: The meeting having commenced at 7.35 pm, closed at 9.01 pm)

(Signed) COUNCILLOR JEAN LAMMIMAN  
Chairman